

## Career Assistant Job Description

Job Title: Career Assistant

Office/Department: Career Engagement Center

Location: Ebersole Center

Supervisor: Assistant Director of Career Engagement Center

Length of Employment: Academic year

Job Wage Rate: 7.25 per hour

### **Position Summary:**

Because the Career Engagement Center works with students, alumni, recruiters, faculty, staff, and the general public, CA's are expected to promote an atmosphere of professionalism and to be courteous and helpful to those who use our services.

### **Duties and Responsibilities:**

- Assist with planning and execution of Career Engagement Center events, workshops, and programs.
- Attend and participate in continued training.
- After participating in required training, assist with giving presentations across campus about the center and/or provide basic career exploration guidance and resume feedback to students.
- Serve as a receptionist which includes answering phones, taking messages, and making appointments.
- Coordinate the Resource Library (overdue materials, organization, etc.)
- Greet and assist students in the Career Engagement Center.
- Provide office support for full-time staff, including typing, filing, copying, and preparing mailings.
- Assure that resources, the desk area, and the center are easy to use and in proper order.
- In addition to the principal duties and responsibilities, each Career Assistant has a special assignment and is responsible for extensive knowledge of and programs within that a project area. These special project areas are the Assessment/Administration Coordinator, JOIN Coordinators, Marketing Coordinators, and Event Coordinators.
- Students must be eligible for Federal Work Study.

### **Skills, Knowledge and Abilities:**

Career Assistants are expected to serve as leaders, helpers, and be a resource person for those who utilize the services of the center. CA's need to have good problem solving, time management, and communication skills. In particular, CA's need to be able to work independently on their specific project area and be able to motivate themselves to get their projects done in a timely manner and be flexible.

### **Career Assistant Projects**

- Office Coordinator-
  - Maintain spreadsheet of Feedback emails from student appointments and events.
  - Assist with Assessment projects for the office to help determine student outcomes.
  - Analyze data and develop reports from the data being collected.
  - Assist with other office administrative tasks.
- 2 JOIN Coordinators-
  - Maintains the job posting site including approving new contacts, postings and student accounts.
  - Responsible for marketing JOIN to students and potential employers.
  - Conduct reports to assess the effectiveness and utilization of JOIN and suggest ways to improve.
  - Does mass emailing to users when appropriate.
- 3 Marketing Coordinators-
  - Responsible for making flyers and other marketing materials for all programs sponsored by the CEC and for services offered by the CEC.
  - Utilize the Event Binder to ensure all Marketing items have been addressed for each event.
  - Coordinate the Alumni wall and Logo wall and rotate them at least once per semester.
  - Coordinate and update the Student Success Stories project (interviews, ad campaign, and online).
  - Keep brochure racks stocked and updated.
    - Marketing coordinator A-

- Create and maintain CEC email list and send out emails regarding upcoming programs
- Marketing coordinator B-
  - Create and maintain social media marketing (facebook)
- Marketing coordinator C-
  - Update and maintain the websites (includes CEC, Center for Law & Society, and Cornell Fellows)
- 3 Event Coordinators
  - Helps with hosting events and workshops on and off campus. Including tracking RSVP's, communicating with attendees, taking attendance, taking photos at the event, sending post event surveys, and working with Marketing Coordinators to advertise the event.
  - Utilize the Event Binder to ensure all event planning items have been addressed for each event.
  - Maintain Event Attendance Spreadsheets for the office.
  - Assist with Cornell Fellows Showcase preparation and post event projects.

**To apply please submit:**

1. A cover letter describing why you would like to work for the Career Engagement Center. Please refer to aspects of the job description in your cover letter.
2. A resume including your education, work experience including job responsibilities, leadership roles and activities. If you need assistance creating these materials, please refer to the CEC website at <http://www.cornellcollege.edu/career-engagement/for-students/index.shtml> or schedule an appointment with a current Career Assistant in our office ([career@cornellcollege.edu](mailto:career@cornellcollege.edu)) Students must be eligible for Federal Work Study.

Please apply online through our job and internship network (JOIN) by searching “career assistant” in the job postings section.

<http://www.cornellcollege.edu/career-engagement/JOIN.shtml>

**Due by Monday, March 5**

Contact Megan Hicks at x4101 or [mhicks@cornellcollege.edu](mailto:mhicks@cornellcollege.edu) if you have questions. Candidates selected for an interview will be notified by March 6.