

# GC ON-CAMPUS JOB DESCRIPTION

**Position title:** \_\_\_\_\_

**Job description (duties and responsibilities):**

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**Required qualifications:**

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**Period of employment:** Fall 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20\_\_\_\_ Academic Year 20\_\_\_\_

**Work schedule (number of hours, specific days of the week, etc.):**

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**Desired class level:** First-year          Sophomore          Junior          Senior

**Wages:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Supervisor's name and title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Instructions for applying:**

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# **Career Services Student Office Assistant**

## **Responsibilities**

1. Input data into the online job & internship bank for all job announcements mailed, faxed, and emailed to Career Services.
2. Answer telephone for Career Services, as needed; occasionally provide phone coverage for Student Life. Direct visitors to appropriate locations throughout Administration building.
3. Post flyers at specific locations across campus to promote upcoming Career Services events. Remove flyers after event has taken place.
4. Assist in tabulating results from event evaluation forms. Create spreadsheets and input data.
5. Assist with mailings, photo-copying, typing, and additional office functions, as needed.
6. Actively promote Career Services to peers and in class, when appropriate.
7. Depending on interests and skills, additional responsibilities may include:
  - Assist with promotion and marketing, including writing ads for events and designing posters.
  - Assist with web site by updating current pages and designing new pages.
  - Assist with editing correspondence, advertisements, and web site content.

## **Desired Skills and Abilities**

1. Warm, positive personality; ability to relate and interact well with GC employees, students, and co-workers.
2. Strong computer skills; experience with Microsoft Word and Excel.
3. Detail-oriented; accurate typing skills.
4. Effective communication skills via telephone and face-to-face.
5. Initiative to independently make minor decisions.
6. Ability to maintain confidentiality.
7. Creativity and a willingness to share opinions and ideas, especially related to promoting Career Services on campus.
8. Flexibility in working hours as needed.

## **Schedule and Hours**

The student office assistant will be hired for a period of one school year. 6-8 hours will be required each week; additional hours may be available on occasion. Exact schedule will be developed around the student's class schedule and will likely change each semester. Work schedule can be flexible with advance notice.

## **Hourly Wage**

\$7.25/hour