



STUDENT JOB OPPORTUNITY

JOB TITLE: Peer Career Assistant

DEPARTMENT: Career Services

CONTACT PERSON/EMAIL/PHONE #: Jane Nini, Director, Career Services, ninij@etown.edu, 717-361-1206

TO APPLY: BSC 201, please apply by March 24.

STUDENT JOB DESCRIPTION: The Student Assistant in the Center for Student Success performs peer mentoring and administrative duties, some of which are confidential in nature. The assistant needs to be proficient in data entry. Competency in the Microsoft Office Suite is desirable.

Responsibilities include:

1. Meet with students to review resumes/letters, assist students with obtaining career information, serve as first point of assistance for visitors entering the office.
2. Assist with and/or lead career programs as determined by staff.
3. Entering job and internship postings into CSO (online job system)
4. Assisting with marketing programs and services to campus community
5. Serve as Career Services Representative to visitors and at events as necessary
6. Filing and copying
7. Assisting in the preparation of major mailings
8. Assisting in the maintenance of the Library; assuring that materials are current and outdated materials are eliminated.
9. Maintaining display board of graduate and professional schools and current career information
10. Serving as relief receptionist during secretarial absences
11. Special projects as assigned

Student staff is expected to dress appropriately for the office and to behave in a professional manner. The staff of the Career Services, Counseling Services, Academic Advising expect student assistant to work the "contracted" number of weekly hours. If for any reason a student needs an exception to this understanding, he/she will need to notify in advance of the planned absence.

The violation of this procedure (lack of providing advance notification of an absence) will provide ample grounds for termination of employment.

QUALIFICATIONS: Strong communication and interpersonal skills. The student must be able to maintain confidential information. Accuracy in word processing and data entry. Attention to detail.

HOURS and/or HOURS PER WEEK REQUIRED: Approximately 4-6 hours per week, primarily day hours.

PAY RATE: 7.45 per hour

SPECIAL SKILLS NEEDED

AA/EOE