

Career Leadership Program Position Description

Job Responsibilities

1) Office Hours:

Provide assistance to students and alumni using the career center and its resource library

- Develop creative programs outreach efforts to better educate the student body about the career planning process, resume and cover letter writing, job searching, graduate and professional school preparation, and much more.
- Advise students in preparing resumes, cover letters, and applications (some critiquing including)
- Assist students in locating specific information and resources in the career resource library and on the web.
- Help with maintaining library resources, organization of materials, and career center cleanliness.

Assist career center staff with various projects

- Design promotional materials to advertise services, programs and events associated with the career center.
- Collaborate with career center staff with coordinating new and innovative outreach efforts to students, faculty and staff.
- Contribute written articles and announcement ads to electronic and published newsletters or journals.
- Promote and help present career related workshops to current students.
- Assist career center in developing new employer and alumni contacts.
- Assist I of T 1312 instructor(s) with projects as needed.
- Help with other projects as the career center needs warrant.

2) Promotion:

- Design promotional and outreach materials regarding upcoming events and programs coordinated through the career center.
- Serve as a liaison to academic departments, clubs and organizations, athletics and other organized groups.
- Institute classroom visits by department, educating students about the services and opportunities offered through the career center.

3) Feedback:

- Assist in evaluating the effectiveness of services and programs, both formally and informally, offered through the career center.
- Offer suggestions for new services and programs.
- Continuously evaluate and provide feedback on the Career Leadership Program

4) Training:

- Mandatory attendance and participation for the spring and fall 2-day training sessions (add dates here)
- On-going training and development will occur each month during all bi-monthly meetings.

Other Duties

- Act as a representative and ambassador of the career center to the campus community.
- Represent the career center during various public events.
- General administrative duties (answering phones, data entry, filing, etc.)
- Attend social events sponsored by career center staff (birthday celebrations, holiday parties, social outings, etc.)

Hours of Commitment (per semester) – 1 year commitment (September – May)

Established and advertised office hours: **3 per week**
Two 1 hour, bi-monthly meetings: **2**
Designated activities, programs, events: **2 (occasional)**