

Form Name:	On-Campus Student Employment Job Description
Submission Time:	August 9, 2024 12:02 pm
Browser:	Chrome 127.0.0.0 / Windows
IP Address:	68.184.42.130
Unique ID:	1253426020
Location:	42.3021, -71.9224

## On-Campus Student Employment Job Description

<b>Department/Location</b>	Career Services
<b>Supervisor Name</b>	Gregory Walther
<b>Supervisor Email Address</b>	gwalth@annamaria.edu
<b>Supervisor Phone Number</b>	508.849.3596
<b>Are you actively hiring this position?</b>	No
<b>Position Title/Classification</b>	Career Services Assistant
<b>Number of Hours Available per Week</b>	5
<b>Job Description</b>	<p>The Career Services Assistant will perform tasks that support the daily operations and overall success of the Career Services Office. The student worker will partner with the Director of Career Services in this role, learning all aspects related to the day-to-day activities of the office.</p> <p>The student worker will be responsible for representing the department at campus events, alongside the Director of Career Services. Additional marketing assignments will include composing and subsequently posting social media content on Instagram and YouTube channels. The student worker will also have the opportunity to draft marketing materials for distribution throughout the campus.</p> <p>Furthermore, the student worker will have the chance to observe and participate in student career service meetings, workshops, and engage with employers to develop new relationships with the Career Services office.</p>
<b>Duties Performed</b>	Draft social media posts. Conceptualize and set up student on campus events. Attend student and employer meetings. Conduct labor market research.
<b>Specific Qualifications</b>	Proficient communication skills. Social media marketing background. Prior knowledge or willingness to learn events administration. Basic computer skills. Willingness to learn new emerging technologies.
<b>Special Application Instructions</b>	Resume and cover letter. Interview with the Director of Career Services
<b>Dates of Employment</b>	Fall Semester Only