

STUDENT LABOR POSITION DESCRIPTION

Career Development

Most Recently Updated 03/08/99

Position Title: Student Assistant Coordinator of Career Development
Must work 10-15 hrs/wk.

I. Grade Level: 3-5

II. Description:

A. The following are the essential duties for an Assistant Coordinator in the Career Development Department

1. Keep files and databases on current seniors which contain resumes and other credentials.
2. Be responsible for setting up recruiters to interview students.
3. Publish Career Development's monthly newsletter.
4. Help students design and write their resumes.
5. Keep current job postings for all majors on file.
6. Keep literature in office for students stocked and copied.
7. Coordinate and follow through on Career Fair and Camp Fair events for summer jobs.
8. Perform other job-related duties as assigned.

B. the following are *possible additional* duties for this position:

1. Help Coordinator with freshman placement.
2. Provide freshman packets to make incoming freshman aware of services offered by Career Development.
3. Send job postings to seniors who have recently graduated, and to departments on campus.
4. Be able to utilize SIGI Plus computerized self-assessment program, and be able to guide students' use of it.
5. Help Coordinator with filling out release forms and status forms.
6. Fill out purchase orders, check requests.
7. Help Coordinator with ordering resources for Career Development library.
8. Monitor library, organize and clean it, orient students to its use, send out overdue notices as needed.
9. As able, research and design brochures.
10. See that the workplace and environs are clean.

III. Learning Opportunities:

- A.** If Grade 3, develop the attributes appropriate to Grade 3 positions: an understanding of the importance of initiative; awareness of job-related needs; ability to identify problems; analytical ability; problem-solving ability; and an understanding of the role of standards and leaders.

- B. If Grade 4, develop the attributes appropriate to Grade 4 positions: an understanding of relations between individuals, institutions, and processes; comprehension of job-related values, realities, and goals; a commitment to service; and the ability to articulate and interpret observations, experiences, and understanding.
- C. If Grade 5, develop the attributes appropriate to Grade 5 positions: an understanding of departmental management; taking responsibility for the effectiveness of others; an awareness of departmental and institutional relationships; teaching and instruction techniques; communication and interpersonal skills; and evaluation of workers and procedures.
- D. How to develop resumes.

III. Learning Opportunities (cont.):

- E. How to interact with recruiters, giving self-confidence for when student has such interviews himself or herself.
- F. Planning ahead for student's own career using knowledge gained from experiences in office.
- G. All aspects of event planning: public relations, rentals of space and equipment, etc.
- H. Possibly learning brochure research and design.

IV. Basic Qualifications:

- A. General: none.
- B. Skill: Computer and other office machines.
- C. Physical: none.
- D. Academic: none.

V. Desirable Qualifications:

- A. Very personable, not shy, good communications skills.
- B. Ability to handle responsibility.
- C. Ability to work independently or with another person.

VI. Narrative Summary:

Student maintained files on computer, maintained job postings, and coordinated two semi-annual public events, carrying out all aspects of planning and execution. Student set up interviews with recruiters for other students, helped students write resumes, and advised other students in how to use computerized self-assessment program. Student kept literature stock current and distributed literature; maintained library, and helped prepare official forms. Student may also have written, researched and designed brochures.