

MVNU Student Employment Job Description

JOB TITLE: Career Development Student Assistant

DEPARTMENT: Career Development Center

REPORTS TO: Gary Swisher, Director of Career Development

SCHEDULE/HOURS: Fifteen hours per week; preference of five three-hour shifts

DURATION: Full year required– Fall 2024 through Spring 2025

RESPONSIBILITIES:

- Review and approve employers and job postings on the job posting platform; post new jobs to the system
- Provide front office coverage; receive visitors (students, employers and staff) to the Career Center; answer general questions and assist with appointment requests
- Provide office/administrative assistance: prepare and proofread Word and Excel documents
- Create reports on office statistics, including visitors, employers and job postings; perform data entry with great accuracy
- Review student resumes based on corrections provided to ensure compliance with recommendations
- Provide information to students about the services and resources in the Career Center
- Provide Career Readiness Assessment results to individual students
- Help prepare and set up for career events and programs; organize resources and projects effectively
- Help communicate and promote career resources and programs to students
- Maintain confidentiality of student information
- Other duties and responsibilities as assigned

REQUIREMENTS:

- Fast learner with strong critical thinking and problem-solving skills; quickly learns new software applications and uses them effectively
- Able to utilize MS Word and Excel to create and manipulate documents and data
- Strong data entry/keyboarding skills; high level of accuracy
- Good multi-tasker; manages ongoing projects while maintaining daily duties; able to adapt to changing objectives
- Strong leader with one-on-one advising skills; tutoring or related experience is a plus
- Superb writing, proof-reading and editing skills
- Uses good judgement in following and applying policies and procedures
- Excellent interpersonal communication skills; service orientation; works well with customers
- Ability to engage other students to promote and communicate activities and raise awareness of the Career Center
- Experience in designing/preparing print materials is a plus

Note: three professional references with complete contact information are required for consideration. Please make sure your application form is fully completed.

To apply, go to: <https://forms.mvnu.edu/Employment>

For more information contact Gary Swisher at x 4618 or gary.swisher@mvnu.edu