

# Career Services Center Career Intern

Holthusen Hall, First Floor • 414-288-7423 • [career.services@marquette.edu](mailto:career.services@marquette.edu) • [www.marquette.edu/career-services/](http://www.marquette.edu/career-services/)

<b>Application Deadline:</b> Friday, March 26, 2021	<b>Reports to:</b> Charonda Oliphant, Career Counselor
<b>Start Date:</b> Monday, August 30, 2021	<b>Hours:</b> 8—10 hours per week
<b>Mandatory Training:</b> Week before Fall 2021 classes	<b>Pay:</b> \$8.50 per hour

## CAREER SERVICES CENTER OVERVIEW

The Marquette University Career Services Center (CSC) is a dynamic student-centered office that focuses on preparing all students, in all majors, pursuing all career paths for future career success. The supportive office environment provides unique opportunities for student staff to gain skills and experiences valued by future employers while working conveniently on-campus. Student staff will gain exposure to a professional office environment that directly serves 2000+ students, hosts 400+ employers, and coordinates multiple large-scale programs each year.

## POSITION OVERVIEW

The Career Intern is part of a team made up of three to four undergraduate students. This team is an integral part of the Career Services Center, responsible for assisting students directly and indirectly with basic career related topics such as resumes and cover letters, brief practice interviews, Handshake usage, and internship/job search related presentations. This position would be ideal for students who have career interest in counseling, education, human resources, higher education administration, or social work. However, all majors are encouraged to apply. Ultimately, the skills acquired and enhanced through this position would be beneficial to any future profession.

## SPECIFIC RESPONSIBILITIES

*Note:* no prior knowledge of resume, cover letter, practice interviewing, or the administrative side of Handshake is needed as thorough training will be provided.

### Career Services Center Drop-in Hours (Noon – 1:45 pm; Monday—Friday)

- Perform individual resume and cover letter critiques both in-person and electronically\*
- Conduct brief practice interviews with students and provide appropriate feedback\*
- Take LinkedIn Photo Booth headshots utilizing CSC camera equipment
- Provide Handshake (online career platform) overviews and assistance\*

### Outreach (occasional evening and weekend hours)

- Conduct presentations for student groups and classrooms on various career-related topics
- Represent CSC at campus events
- Act as a CSC liaison to student groups
- Serve as CSC ambassador to promote services, resources, and events on campus via classroom and student organization announcements

### Administrative Duties

- General Handshake (online career platform) maintenance such as:
  - ◆ User request approvals and event creation
  - ◆ Tracking drop-ins and presentations
- Manage incoming presentation requests
- Work on additional projects as assigned to assist and enhance the general functioning of the CSC

## **QUALIFICATIONS**

The Career Services Center welcomes students of all backgrounds, school years, and majors to apply.

- Good standing with the University (both academic and disciplinary)
- Good knowledge of English grammar and spelling
- Familiarity with Microsoft Suite
- Capability to display empathy, patience, and discretion when working with students
- Ability to quickly build rapport with students
- Strong interpersonal and written communication skills
- Ability to work independently and accept individual responsibility for projects or assignments
- High degree of organization, detail orientation, and reliability
- Ability to collaborate effectively as a member of a team
- Initiative and self-motivation to complete tasks and develop new initiatives when appropriate
- Positive attitude and strong desire to continually learn and develop
- Ability to effectively represent the CSC to fellow students, campus departments, and employers
- Comfort with public speaking and enthusiasm to continue presentation skill-building
- Bilingual (English and Spanish) capabilities are a bonus

## **ADDITIONAL INFORMATION**

Applicants who are invited to interview will be required to:

- Conduct a 5-10 minute virtual presentation for a few members of the CSC staff discussing involvement in student organizations, volunteer and shadowing experiences, or any other topic of your choosing
- Provide list of 3 references
- Provide Fall 2021 class schedule, if available

## **APPLY**

A cover letter and resume can be sent to [charonda.oliphant@marquette.edu](mailto:charonda.oliphant@marquette.edu)

Questions can be directed to Charonda Oliphant, Career Services Center, Career Counselor at [charonda.oliphant@marquette.edu](mailto:charonda.oliphant@marquette.edu)