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 Employer Relations Assistant will work alongside the Employer Relations Coordinator to help manage the Employer Relations team’s social media presence and highlight employer opportunities and staff career programs. The primary responsibilities include handling external and internal communications, utilizing Handshake, and providing key support to coordinate employer programming and events.

SPECIFIC RESPONSIBILITIES
External and Internal Communications
- Collaborate with Employer Relations Coordinator to identify employer opportunities to promote through social media, with an emphasis on LinkedIn
- Prepare professional email correspondence and social media content, and collaborate with marketing interns to implement social media strategy
- Collaborate with Employer Relations Coordinator to develop and communicate the Employer Relations Team voice on LinkedIn
- Act as an ambassador to promote services and resources on campus; promote through classroom and student organization announcements

Handshake
- Review and approve job postings in Handshake
- Utilize Handshake to identify high-profile employer opportunities to highlight via social media and other channels

Programming and Events
- Support efforts to coordinate information sessions, publicity tables, and career programs and events
- Occasionally staff the Career Services Center front desk during career programs and events, providing exceptional hospitality to employer guests
- Must be available to staff occasional evening employer events (typically taking place between 4-7 p.m.)
QUALIFICATIONS

- Good standing with the University (both academic and disciplinary)
- Ability to collaborate effectively as a member of a team and work independently
- Excellent written and oral communication skills
- Ability to learn and use Microsoft Word, Microsoft Excel, Handshake, and LinkedIn
- Positive attitude, detail oriented, resourceful with strong problem-solving skills

APPLY

Applicants should submit their professional documents via Handshake

Questions can be directed to Casey Dunn, Career Services Center, Employer Relations Coordinator at casey.dunn@marquette.edu