Office and Employer Relations Assistant

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
Office and Employer Relations Assistants are a team of students who provide administrative and essential project support to the Career Services Center (CSC). Each Assistant works alongside the CSC Administrative Assistant helping manage the daily activities of a busy front office. Additionally, this role assists with the execution of a variety of employer engagement activities. Primary responsibilities include: utilizing Handshake, handling external and internal communications, and providing key support to CSC staff.

SPECIFIC RESPONSIBILITIES

Administrative Duties

- Act as first point of contact for all guests including fellow students, employers, alumni, faculty, and staff
- Provide customer service via phone and email: prepare professional email correspondence
- Assist with daily execution of on-campus interviews and other employer engagement programs
- Review and approve job postings in Handshake
- Schedule individual appointments for students and alumni
- Complete administrative projects as required by full-time staff
- Serve as Career Services Center ambassador to promote services and resources on campus via classroom and student organization announcements

Application Deadline: Sunday, March 22, 2020

Start Date: Monday, August 31, 2020

Mandatory Training: Tuesday, August 25—Friday, August 28, 2020

Reports to: Kristen Etzelmueler

Hours: 8-10 hours per week

Pay: $8.00 per hour

Reports to: Kristen Etzelmueler

Start Date: Monday, August 31, 2020

Mandatory Training: Tuesday, August 25—Friday, August 28, 2020

Pay: $8.00 per hour
Qualifications

- Ability to professionally and effectively represent the Career Services Center to guests
- Strong organizational skills; ability to manage and prioritize multiple tasks and projects
- Excellent written and verbal communication skills
- Past experiences using (or ability to quickly learn) Microsoft Office Suite and Handshake
- Positive attitude and willingness to take initiative
- Ability to collaborate effectively as a member of a team
- Ability to maintain confidentiality
- Receptive to feedback
- Good standing with the University (both academic and disciplinary)
- Attend mandatory training sessions

Please direct any questions or concerns to Kristen Etzelmueller, kristen.etzelmueller@marquette.edu