



Job Announcement

Student Assistant (Administrative Support)—(1 positions)

The Career Center is seeking applications from undergraduate students interested in working as a Student Assistant. The position has a start date of Spring semester 2010, depending upon the student's availability. These are paid positions working for The Career Center and students average about 10 -15 hours/week. Some availability in the early evenings and mornings is preferred but not required.

MINIMUM QUALIFICATIONS:

By Summer 2010 applicants must have at least 1 year remaining on campus and at least sophomore standing. GPA of 2.8 or above. Good verbal and interpersonal skills. Good guest service skills.

RESPONSIBILITIES:

- Learn about Career Center services and articulate range of services to students, alumni and employers
- Greet, sign-in students, act as their first point of contact with the Career Center and recommend first steps
- Schedule appointments for students to meet with counselors using Microsoft Outlook
- Provide customer service to students, alumni and employers
- Assist with the administration of Career Center events, such as: Career Fairs, On-Campus Interviews, Meet the Employer Sessions
- Staff a Career Center information booth at Summer Preview (summer position only)
- Serve as a member of the Career Center's Student Advisory Board to provide feedback to the Director regarding Career Center allocation of funds
- Serve as a member of the Career Center's Student Marketing Advisory Committee to provide feedback to the Assistant Director of Marketing and Guest Experience on marketing initiatives.
- Staff Career Center information booths throughout the year to share information regarding Career Center services
- Provide project and outreach support to Career Center staff (examples include: making bulletin boards, general office duties, employer research, and distributing Career Center marketing materials, projects targeted at building key skills to add to your resume)
- Assist in the administrative preparation and staffing of Career Fairs
- Set up and clean up rooms used for meetings, events and interviews
- Other duties as assigned

Pay Rate: \$8.82/hour

HOW TO APPLY:

Complete application should include: **1.** A cover letter expressing interest and qualifications. **2.** Current resume and unofficial academic transcript. **3.** Names and telephone numbers of 2 references (professors, past/current employers, advisors, etc.) that are familiar with you that we can contact. If submitting materials electronically, please include cover letter, resume and references within one Word document entitled with your first and last name. An interview will be scheduled with qualified applicants.

Colorado State University conducts background checks on all final candidates.

Electronically submit via email:

Or send materials to:

summer.shaffer@colostate.edu - Assistant Director Marketing and Guest Experience
Summer Shaffer, Assistant Director, Assistant Director of Marketing and Guest Experience
The Career Center
Colorado State University
105 Ammons Hall
Fort Collins, CO 80523-8008

Deadline: For full consideration, application materials must be received by **December 1, 2008 at 5:00 p.m.**

Questions? Call 970-491-5707

Colorado State University is an equal opportunity/ affirmative action institution and complies with all federal and Colorado state laws, regulations, and executive orders regarding affirmative action requirements in all programs. The Office of Equal Opportunity is located

in Room 101, Student Services. In order to assist Colorado State University in meeting its affirmative action responsibilities, ethnic minorities, women, and other protected class members are encouraged to apply and to so identify themselves. The Career Center is a unit of the Division of Student Affairs.