Career Services Student Assistant Needed

15-19 hours/week
$8.50/hour

REQUIRED Qualifications:
- Highly competent in Word, Excel PowerPoint, Internet research, etc.
- Excellent interpersonal and written communication skills
  - Ability to create a comfortable one-on-one and/or small group learning environment for other mentors and students
  - Ability to give positive and corrective feedback to other college students in a way that builds and inspires
  - Ability to receive and implement corrective feedback from supervisor and peers
  - Excellent presentation and public relations abilities
  - Strong command of the English language; able to write clearly and edit well, according to English spelling, grammar, etc. standards
- Conscientious; able to follow instructions and take initiative
- Works effectively and efficiently under pressure
- Analytical abilities; able to deal with ambiguous situations in an effective and productive way
- Able to connect well with students from broad range of cultures and academic levels
- Successful experience in an office environment
- Excellent organization and problem-solving skills
- Tech Savvy individual who can:
  1. Serve as a Brain Honey administrator, LDS BC Career Services Youtube Channel, and/or Linked-In page
  2. Find/apply online resources/guidelines for assessing and creating a positive, professional online identity
  3. Develop training materials for using the resources listed above and other career services instructional materials
  4. Create/maintain spreadsheets/database information

PREFERRED Qualifications:
- Well versed in how to produce powerful cover letters, résumés, and job interviews
- Successful experience with database management
- Successful graphic design experience
- Other-centered leader / proactive /dependable / punctual
- Flexible / quick and willing learner / teachable
- Successful experience training/leading/mentoring others

Job Description (could include any or all of the following):
- Gain rapid competence (via onsite and online training) in effective résumé, cover letter, interviewing, networking, presentation guidelines; once trained, assist in developing relevant training materials for teaching guidelines to others
  - Conduct résumé, cover letter, and practice interview feedback appointments
- Gain rapid competence (via onsite and online training) in career exploration/assessment exam administration and interpretation; teach process to others
  - Conduct career assessment interpretation sessions with other college students
- Assist in coordinating/communicating career efforts with faculty and staff to meet class deadlines and foster effective utilization of services
  - Assist in oversight of faculty requests for career preparation services; educate and coordinate with faculty regarding procedures for effective scheduling and utilization of career preparation services
- Assist in researching and developing guidelines and materials for assessing and creating a positive and professional online identity
- Assist in creation of ‘Milestone’ and ‘Job Certification’ program literature, instructions and resources handbook
- Assist in creating, editing, and adding to career preparation training materials, handouts for students, etc.
- Assist in planning and delivering career services events such as Preparing for Professions conferences and career fairs
Job Description continued...

- Take accurate and thorough minutes at meetings and implement follow-up assignments and delegated tasks in a timely and appropriate manner
- Adapt quickly to responsibilities that vary daily, take initiative to find answers to ambiguous questions and resolve problems within stewardship
- Assist students in scheduling appointments and conduct other office assistant/receptionist duties (if needed)
- Other program development/facilitation duties as needed

Application Instructions

Start Date: ASAP

End Date: Two-semester commitment required

Must typically be available to work during standard business hours and possibly from 5 p.m. to 7 p.m. on Mondays. There is some flexibility in the schedule, but candidate will need to be available during high-volume service periods.

Must be LDS, temple worthy, and live by LDS BC Honor Code standards.

To apply, please e-mail résumé, cover letter, 3 professional references, and multi-page college-level writing sample to CareerResources@ldsbc.edu by Tuesday April 24, 2012. Please specify start and end date availability and also when you are available to interview over the phone and in-person.