### Wittenberg University
#### Student Employee Position Description Form

<table>
<thead>
<tr>
<th>Department:</th>
<th>Career Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Career Services Student Assistant</td>
</tr>
<tr>
<td>Start Date:</td>
<td>August 22, 2016</td>
</tr>
<tr>
<td>End Date:</td>
<td>April 30, 2017</td>
</tr>
<tr>
<td>Hours per week:</td>
<td>6</td>
</tr>
<tr>
<td>Hourly Rate:</td>
<td>$8.10</td>
</tr>
<tr>
<td>Position Supervisor:</td>
<td>Wendy Smiseck</td>
</tr>
<tr>
<td>Supervisor title:</td>
<td>Director, Career Services</td>
</tr>
<tr>
<td>To apply/inquire:</td>
<td>Email <a href="mailto:careers@wittenberg.edu">careers@wittenberg.edu</a></td>
</tr>
</tbody>
</table>

### Duties and Responsibilities of position:

1. Greeting students and customers visiting or calling Career Services
2. Assisting with résumés and cover letters
3. Assisting students using career assessments and various Job Boards
4. Assist with coordination of career talks and panel presentations, job fairs, virtual career chats with alumni, and other projects as needed
5. Researching sources of internship and job leads, for information to assist students in the process of finding an internship/job and/or learning about career options and referral of positions to students
6. Assist with publicizing services and events, which will include but not be limited to:
   a. E-mails to targeted student groups
   b. Writing press releases for The Torch and other publications
   c. Assistance with website updating, links etc.
   d. Developing promotional materials following branding campaign guidelines (flyers, bulletin boards, etc.)
   e. Performing on-air promotions or interviews with WUSO announcers
   f. Assistance in development and maintenance of new marketing techniques such as podcasting, Facebook, or listserves
7. Overseeing recruiter information sessions (greeting/introducing the recruiter and taking attendance)
8. Performing general office duties as needed, including maintenance and data entry of Internships, workshop counts, appointments, job postings and distributing publicity materials across campus, etc.
| Qualifications needed for position: | 1. Be a student of any status during the academic year  
2. Familiar with using MS Word (knowledge of MS Publisher is preferred, but not required)  
3. Strong public speaking and interpersonal skills  
4. Ability to maintain confidentiality  
5. Preference for those who are eligible for Federal Work Study (check with Student Employment in the Student Center if you’re unsure about eligibility)  
6. Willingness to adhere to the following dress code: business casual attire is required whenever the student will be representing Career Services during recruiter info sessions, alumni career talks, and presentations  
7. Expected to make a Fall and Spring semester commitment  
8. If hired and you have never worked through student employment, required new hire paperwork must be completed before you are eligible to begin working. This new hire paperwork requires that the student have original forms of acceptable ID with them on campus during the paperwork completion process. View the list of acceptable ID at www.wittenberg.edu/studentemploymentpaperwork |
