

## **JOB ANNOUNCEMENT OFFICE/PEER ASSISTANT – CAREER SERVICES**

### **JOB DESCRIPTION**

Do you enjoy meeting other students? Are you friendly, helpful, and eager to see others succeed? Would you like to gain experience working with a great team in a professional office? If so, we want to hear from you! The Career Services office is looking to hire 2 student employees to work as Office/Peer Assistants beginning spring 2020 and continuing through the summer.

- **This job will begin January 21, 2020**
- Manage the front desk of the Career Center
- Answer the Career Center phone and assist with walk-ins
- Provide friendly customer service to students and employers, and be knowledgeable of campus/community resources
- Assist students with Optimal Resume and Handshake online job board
- Make appointments for coordinators utilizing Microsoft Outlook online calendar
- Prepare paperwork for student appointments
- Perform data entry
- Maintain accurate student records
- Other tasks and projects as assigned including assisting with Career Services events, creating and posting job announcements, and updating social media
- For more information about the Career Services office, visit our website:  
<http://www.coloradomesa.edu/career>

### **QUALIFICATIONS**

- Must be reliable, punctual, organized, and detail-oriented
- Be outgoing and energetic and have excellent customer service skills (in person and over the phone)
- Experience with Microsoft Office Suite
- Maintain professional behavior and dress appropriately
- Be able to maintain confidentiality of student information
- Must maintain a minimum **cumulative GPA of 2.00** each semester or working privileges will be suspended
- **Work Study or MAVworks** award required; to verify your award status, view the “Financial Aid Offers” link in your MAVzone