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