

SAMPLE JOB DESCRIPTION FOR ON CAMPUS JOB

* Items with an asterisk (\*) are required.
* Items *without* an asterisk are not required but are HIGHLY RECOMMENDED to help you with a smooth hiring process and to attract the most qualified candidates.
* In general, providing MORE DETAIL is helpful to both the hiring manager and the student employee in terms of eliminating uncertainty about expectations, and providing a framework for future evaluations.

\*Job Title: Wilsonville Career Services Office Assistant

*Make your title descriptive enough so that if students see only the Title they have an understanding of the job.*

\*Department: Oregon Tech Career Services

No of Openings: 1

*You may have one posting for multiple employees if the description is the same.*

Work Schedule: Flexible

Hours per Week: 4-6 hours/week to start, possibility of more hours next term

\*Wage/Salary: $10 per hour

*Written approval required PRIOR to posting for any wage more than $2.00 over minimum wage.*

Employment Start Date: Negotiable; by October 15 preferred

*If you are advertising in October for a position that starts in December, be specific.*

Employment End Date: TBD

Supervisor: Jennifer Kass, Director Career Services

**\*Job Description:**

**DUTIES**

Assist the Career Services staff with a variety of activities:

* Help students understand how to access pertinent information related to resumes, cover letters, internships, interviewing, and other career topics.
* Help students navigate the Jobs4Owls job board.
* Promote the Career Services office and events through social media and other marketing media.
* Promote Career Services and distribute Career Services information through tabling events throughout campus.
* Promote Career Services in brief classroom presentations (potentially; after training)
* Provide resume feedback (potentially; after training).
* Help employers understand how to use our job board, register for career fairs, and recruit our students.

**What you will learn**: Optional, but very helpful to students if you can include them

As a result of working for Career Services, the Career Services Assistant will gain experience in: providing excellent customer service, navigating databases, professional communication via phone and e-mail, event planning and management, and will also gain an understanding of optimizing the modern job search.

**QUALIFICATIONS**

ACADEMIC

Enrolled Oregon Tech student with a GPA of 3.0 or better.

At least sophomore standing, with two or more academic terms remaining before graduation/externship.

SKILLS

Excellent oral and written communication skills.

Strong customer service orientation; experience a plus.

Proficiency in Word, PowerPoint and Excel.

PERSONAL CHARACTERISTICS

Reliable, punctual, responsible, able to work independently, and attentive to detail.

PREFERRED QUALIFICATIONS

Work study funds available.

Flexibility in work schedule.

Potential interest and availability to continue working over the summer.

**HOW TO APPLY**

To apply for the Career Services HR Assistant position, please submit a resume plus a cover letter describing any relevant experience, your interest in the field of Human Resources, the name of your program advisor and your hours of availability to: name@oit.edu