Assistant Career Advisor
Official Position Description

Time: up to 19.5 Hours a Week

Reports to: Training and supervision provided by Emily Christian, Assistant Director. Work schedules set each quarter based on class schedules, availability and work responsibilities.

Salary: $12-14.00/hour

Application Due May 14
Training starts September 2010

General Overview
The Assistant Career Advisor serves as a primary contact for students seeking assistance in using Career Center services. ACA’s will become job search savvy, while helping others feel more confident about pursuing jobs, internships, and careers. Under general supervision of the Assistant Director, this position will provide career advising to UW Bothell students and assist with program planning, marketing and implementation.

Purpose
• Create a welcoming environment at the Career Center in which University of Washington Bothell students and recent alumni are encouraged to explore and pursue internship and employment options.
• Provide front-line assistance to students, recent alumni, employers, and others regarding Career Center procedures, resources, and services; Make appropriate referrals to related resources available on campus and beyond.
• Help Career Center users become less confused and more confident about careers, graduate school, and job search through responsible delivery of information and services.

Typical Duties and Responsibilities
1. Greet visitors to the Career Center and identify ways in which they can be assisted.
2. Evaluate client needs, take appropriate action and/or properly direct them to other related resources available on campus and beyond.
3. Check-in students as they arrive.
4. Meet with students one-on-one and in small groups to provide career advising including HuskyJobs registration, resume critiques, mock interviews, and job/internship exploration by walk-in and appointment. Make referrals to advisors, counselors, or other campus resources as needed.
5. Assist in planning, publicizing and implementing Career Center activities and programs.
   • Market services to students through class presentations, flyers, posters, etc.
   • Recruit students to promote and participate in career activities.
   • Recruit alumni, professionals, and businesses to participate in career events.
6. Respond to email inquiries from employers, students, faculty and staff.
7. Develop and conduct workshops on job search topics.
8. Participate in recruitment, hiring and training of new student employees.
9. Maintain electronic appointment calendar, Outlook Contact Database and Catalyst reports.
10. Other duties as assigned, including providing support for career counseling, career testing, and event planning.

Minimum Qualifications
1. UW Bothell Student - Undergraduate or Graduate level.
2. Professional or personal interest in career/student development.
3. Excellent organization, written and oral communication skills.
4. Strong customer service orientation.
5. Excellent communication and interpersonal skills; ability to use tact and diplomacy in working with students, alumni, employers, coworkers, supervisors and others in a friendly, courteous manner both face to face and on the telephone.
6. Yearlong commitment preferred.
7. Experience with Microsoft Word, Excel, and Publisher preferred.

To Apply
Send a resume and cover letter to Sam Shupe, Senior Assistant Career Advisor, at SShupe@uwb.edu. In your letter please address your desire to work for Career Center, and your personal goals with regards to helping students.