Assistant Career Adviser
Official Position Description

Time: 10 to 19.5 hours a week (schedule set quarterly based on class schedules, availability and work responsibilities)
Reports to: Training and supervision provided by Will Radcliffe, Career Coach in Career Services
Pay: $16.69/hour

*Position is currently 100% Remote (work from home), with the possibility of returning to campus during the next academic year.

General Overview
Each Assistant Career Adviser (ACA) serves as a primary contact for students using Career Services by providing career advising to UW Bothell peers and assisting with program planning, marketing, and implementation. To keep up with the growing demand for connecting students to jobs, internships, and other professional development opportunities, we rely on these student employees to do the majority of the resume review, cover letter review, LinkedIn review, and mock interview appointments. ACAs also assist in classroom presentations, workshops, and events held throughout the year, such as our Career Fairs.

Educational Benefits
Our ACAs receive on-the-job training, weekly in-service meetings and supportive supervision to develop and cultivate core career competencies employers look for in an inclusive environment that values acceptance, diversity and equity. These include:
- Critical Thinking/Problem Solving
- Oral/Written Communications
- Teamwork/Collaboration
- Information Technology Application
- Leadership
- Professionalism/Work Ethic
- Career Management
- Global/Intercultural Fluency

The Career Services staff are committed to supporting students, alumni and employers from all backgrounds & identities and recognize the complexities of identity and career development.

Typical Duties and Responsibilities
- Meet with student appointments one-on-one to provide career advising including resume and cover letter reviews, mock interviews, and on-campus job search support
- Review online resume and cover letter submissions through Canvas course
- Maintain electronic appointment schedule
- Respond to phone and email inquiries from employers, students, faculty, and staff
- Greet students and visitors in the Student Success Center (when on-campus) and identify ways in which they can be assisted
- Evaluate client needs, take appropriate action and/or properly direct them to other relevant resources
- Assist in planning, publicizing and implementing Career Services activities and programs
  - Market services to students through flyers
  - Contribute content to Career Services Instagram
  - Participate in and provide support for all Career Services sponsored events
  - Represent Career Services at tabling events and/or virtual events
- Participate in recruitment, hiring and training of new student employees
- Other projects and duties as assigned, including providing general support for career coaching, research, and event planning
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Minimum Requirements

- Must be a current UW Bothell student (or enrolled for fall quarter 2021) - undergraduate or graduate level
- Must have and maintain a cumulative and quarterly GPA of at least 2.50
- Contribute professionally and respectfully to our diverse and inclusive work environment
- Strong customer service orientation
- Professional or personal interest in students' career development
- Excellent verbal and written communication and interpersonal skills; ability to use tact and diplomacy in working with students, alumni, employers, coworkers, supervisors, and others in a friendly and courteous manner face-to-face, over the phone, and online
- A successful candidate will demonstrate initiative with the ability to take ownership of projects and have exceptional follow through
- Excellent organizational skills
- While working remotely, stable access to internet

Time Commitment

- Employment appointment will start in mid-June (summer break) through spring quarter 2022
- Year-long commitment expected
- Minimum availability and commitment:
  - Summer – 10 hours / week
  - Fall, Winter, Spring quarters – 15 hours/week
- Must attend mandatory training during the week of June 14-18, and late September.
- Must be available to work some evenings for scheduled events throughout the year (Career Fairs, tabling events, workshops, Etiquette Dinner, and club events, etc.)

Preferred Qualifications

- Experience with Microsoft Word, Excel, and Outlook
- Experience in marketing through social media, specifically Instagram

How to Apply

- Apply online at HuskyHires (https://www.uwb.edu/hr/student/jobs). You will be asked to include a resume and cover letter (Word or PDF files).
  - Make sure your cover letter includes why you are interested in this position and what relevant skills and experiences prepare you for this role.

All application materials must be received by 8:59pm PST, Friday, April 16th.