SAMPLE ON-CAMPUS STUDENT EMPLOYMENT POSTING

Organization Name: Kalamazoo College Center for Career and Professional Development
Supervisor: Terri Raich
Job Title: Center for Career & Professional Development - Office Assistant: Data Entry - Reserved for First Year Student
Start Date: Immediately
End Date: June 2018
Wage/Salary: $8.90 hourly

Job Description:

Summary: Employee will operate and maintain the job and internship database of Handshake, the CCPD’s database of career-related information for students.

Specific responsibilities include:
- Reviewing and activating opportunities that are self-entered by employers
- Reviewing and entering opportunities that are sent to the CCPD via email, etc.
- Actively searching for opportunities of interest to K students via the internet and entering to Handshake
- Other related responsibilities as assigned

Expectations of employee:
- Work approximately 8-12 hours per week
- Arrive for scheduled work hours promptly
- Adhere to confidentiality
- Follow office dress code
- Maintain work area and equipment in a clean and orderly condition

Skills that may be gained by working in this position:
- Time management
- Ability to organize and prioritize work
- Professionalism and familiarity with business etiquette
- Expertise in a widely used customer relationship management (CRM) platform, Handshake

Skills and attributes sought in the successful candidate:
- Personal accountability
- Dependability
- Respect for diversity
- Integrity and ethical behavior
- Quality of work and attention to detail

Hiring priority given to First-Year students who are Work/Study or Campus Employment eligible.

Application Instructions:
Please send me an email stating your interest and upload your résumé to your Handshake profile.

Terri Raich
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