job postings
NACElink Network
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Please Note: On-Grounds Interviewing (OGI) positions should be entered in the On-Grounds Interviewing (OGI) section.

Position Information

- Annually: No
- Recurring Job: No
- Desired Start Date: August 25, 2015
- Job Function: Other
- Industry: Other
- ID: 62180
- Position Type: Work Study (students must qualify for Federal Work Study Award)
- Title: Employer Relations Student Assistant

Job Description:
The mission of University Career Services (herein UCS) is to foster career development that educates, inspires confidence, and empowers students to launch professionally, fulfilling lives. This position will serve on the Employer Relations Team. This area assumes responsibility for successful employer relationships including acting as an ambassador to the employment community, maintaining ongoing contact with recruiters who have established relationships, developing new relationships with employers, and keeping abreast of developments in local, national, and international career trends as they pertain to the career interests of students and alumni. We are dedicated to providing exceptional customer service. To learn more about UCS, please visit us at http://www.career.virginia.edu.

Responsibilities include assisting with special event planning, program preparation, and advertising of recruitment events including but not limited to the Professional & Graduate School Fair, Fall Job & Internship Fair, Spring Job & Internship Fair, Fall Focus Series and On-Grounds Interviewing. The Employer Relations Student Assistant will be responsible for conducting research for specific projects and maintaining accurate records of employer interactions in the CAVLink recruitment management system. The Employer Relations Student Assistant will learn about recruitment and employer services programs, customer service, public relations, and the way in which they are used in building relationships with employers. See Web site for more details about Employer Relations Programming: http://www.career.virginia.edu/employers/

Examples of typical duties include, but are not limited to:
- communicating with employers about events in person, via telephone or through e-mail
- assisting with advertising efforts and organizing various event-planning materials

The Employer Relations Student Assistant may also act as a liaison between Employer Relations Team, employers and student groups in...
The University of Virginia is an equal opportunity and affirmative action employer. Women, minorities, veterans, and persons with disabilities are encouraged to apply.

How to Apply:
Resumes will be accepted online via CAVLink through Friday, August 14, 2015. Top candidates will be contacted no later than Friday, August 21, 2015 in order to schedule on-site interviews.

Resume Receipt:
Accumulate Online, Other (enter below)

Posting Date: April 8, 2015
Expiration Date: August 14, 2015

Qualifications:
***MUST QUALIFY FOR FEDERAL WORK STUDY TO BE PAID - Please contact Student Financial Services at 434-982-6000 or http://www.virginia.edu/financialaid/workstudy.php to inquire about eligibility. (Volunteer options may be available to excellent candidates who do not qualify for federal work study)***

Position is up to 10 hours per week to be scheduled within the timeframe of 8am - 5pm, Monday - Friday, with occasional evening hours; flexible with class schedule

-Independent, self-motivated and creative student required
-Professional-level communications skills essential in order to represent the office and the University to the public.
-A positive attitude, initiative, and willingness to learn new skills are crucial.
-Strong written, oral, and computer skills are extremely beneficial.
-Student must be highly detail-oriented, have strong organizational and time management skills.
-Proficient with Microsoft Office Suite (Excel, PowerPoint, Word).
-Familiarity with Adobe InDesign, PageMaker, MS Publisher, and social media tools (particularly LinkedIn) is preferred, but not required.

Salary Level: Commensurate with the Federal Work Study Pay Plan

Is this position paid?: Yes

Location:
Location
Nation Wide
No
City
Charlottesville
State/Province
Virginia
Country
United States

Automatic Application Packet Generation: No

NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university.

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