Event Assistant
University of Virginia

Posted: Apr 08, 2015

JOB FUNCTION: Other

DESIRED START DATE: August 25, 2015

DESCRIPTION
University Career Services (UJC) is located in the Carl Smith Center at Scott Stadium. Our office can be found on the 2nd floor of Bryant Hall. We are on the UTS bus route and have short-term metered parking for visitors. We offer a fun, friendly and learning atmosphere in which to work and we welcome the opportunity to employ talented University of Virginia students.

The mission of University Career Services (UJC) is to foster career development that educates, inspires confidence, and empowers students to launch professionally, fulfilling lives. The Event Assistant 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 UJC, please visit us at http://www.career.virginia.edu.

The Event Assistant will have the unique opportunity to greet and assist employers who come to the University to conduct Information Sessions and other employer presentations. The Event Assistant will have the primary responsibility of providing event assistance and support during scheduled employer presentations, both on and off-Grounds. Typical coverage duties include greeting employers as they arrive and welcoming them to the University of Virginia, ensuring their technical and logistical needs are met, and answering any employer questions regarding their presentation as well as general Information Session procedures. The Event Assistant will also be responsible for obtaining contact information from all recruiters who host presentations and maintaining complete and accurate electronic records of this information. The Event Assistant will complete a summary and feedback form for each Information Session that will be promptly submitted to the Employer Relations Team following each presentation.

This position provides an excellent opportunity to meet recruiters from a variety of companies and industries, and it is ideally suited for a student who is interested in making connections with employer representatives. This position will also provide experience in event planning and problem-solving as other related projects are available within the Employer Relations Team.

The Event Assistant will be expected to schedule their hours to mirror the already scheduled Information Sessions, which occur primarily in the evenings, with times ranging from 4pm-10pm. On rare occasions, the Event Assistant will be asked to work during the day to provide support for an employer presentation (typically on Fridays). For each semester, the first 6-8 weeks will be the busiest, thus allowing the student to accumulate many hours in the beginning of the semester. Due to the high volume of presentations and maintaining complete and accurate electronic records of this information. The Event Assistant will complete a summary and feedback form for each Information Session that will be promptly submitted to the Employer Relations Team following each presentation.

The Event Assistant will learn about Information Sessions, customer service, and the way in which they are used in building relationships with employers. Please see the UCS website for more details about Employer Relations Programming: http://www.career.virginia.edu/employers.

The University of Virginia is an equal opportunity and affirmative action employer. Women, minorities, veterans, and persons with disabilities are encouraged to apply.

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

POSITION TYPE
Work Study (students must qualify for Federal Work Study Award)

DESIRED CLASS LEVEL(S)
First Year, Second Year, Third Year, Fourth Year

SALARY RANGE
Commensurate with federal work study pay plan

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)**

Must not have weekday classes during the 4-10pm timeframe.

CONTACT INFORMATION
contact - information hidden per user request

How To Apply

Resumes will be accepted online via CAVLink through Friday, April 24, 2015. Top candidates will be contacted no later than Monday, April 27, 2015 in order to schedule on-site interviews.

Important Dates

Posted On: April 08, 2015
Applications Accepted Until: April 24, 2015

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