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

Position Information

<table>
<thead>
<tr>
<th>Annually Recurring Job:</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desired Start Date:</td>
<td>August 25, 2015</td>
</tr>
<tr>
<td>Job Function:</td>
<td>Other</td>
</tr>
<tr>
<td>Industry:</td>
<td>Other</td>
</tr>
<tr>
<td>ID:</td>
<td>62189</td>
</tr>
<tr>
<td>Position Type:</td>
<td>Work Study (students must qualify for Federal Work Study Award)</td>
</tr>
<tr>
<td>Title:</td>
<td>Internship Center Student Assistant</td>
</tr>
</tbody>
</table>

Job Description:
University Career Services (UCS) 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 (herein UCS) is to foster career development that educates, inspires confidence, and empowers students to launch professionally, fulfilling lives. UCS is dedicated to providing exceptional customer service. To learn more about UCS, please visit http://www.career.virginia.edu.

The Internship Center (IC) is a new function within University Career Services (UCS) focused on centralizing resources related to internship and experiential education opportunities for students, employers, faculty and staff. The IC provides information to students in exploring the world of work through internships and other experiential education options and programming to develop the professional skills to succeed in the internship process and future career goals. The IC manages important internship process and policy information, and experiential learning tools for employers, faculty, and staff to enhance the quality of internship and experiential education. The IC is a virtual on-line presence at http://www.career.virginia.edu (release date June 2015) and is physically located within UCS at Bryant Hall - Scott Stadium, with mobile locations at Monroe Hall and other sites on central Grounds.

Position Description: The Internship Center Student Assistant assists the administrative functions of the Internship Center and the Virginia Alumni Mentoring program. Under the supervision of the Assistant Director, Internship Center, the position will assist with tracking student attendance at workshops and events; organizing student inquiries for response and follow-up; assisting with the preparation of workshop materials; tracking data and developing reports.
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:**  Cover letters (addressed to Kim Link, Assistant Director, Internship Center, University Career Services) and 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)

**Additional Documents:**  Cover Letter

**Documents Required:**  Cover Letter

**Requested Document Notes:**  Application includes submission of a cover letter (highlighting interest and qualifications for the position) and resume online via CAVLink.

**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; flexible with class schedule

General qualifications include the ability to operate at a high level of customer service; strong skills in Microsoft Office Powerpoint and Excel and ability to work with Prezi; database management.

**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.