**Career Assistant Job Description**

Job Title: Career Assistant

Office/Department: Berry Career Institute

Location: Suite 216, Thomas Commons

Supervisor: Associate Director of Berry Career Institute

Length of Employment: Academic year

Job Wage Rate: $7.75

**Position Summary:** Career Assistants (CA’s) are responsible for assisting the professional staff at the Berry Career Institute carry out their duties. The Berry Career Institute is essential to the lifelong success of students of Cornell College, and CA’s are key to carrying out that mission. CA’s will spend their days interacting with students, alumni, recruiters, faculty, staff, and the general public with career related issues. CA’s will also be asked to assist the professional staff with career center projects throughout the year, such as event planning, marketing, gathering and analyzing data, and researching student outcomes, among other potential projects. CA’s are expected to carry out their duties in a professional and courteous manner.

**Duties and Responsibilities:**

* Attend and participate in continued training
* Provide guidance and feedback to students on resumés
* Assist clients in job and internship searches
* Post jobs and keep job board platform updated and accurate
* Assist with planning and execution of BCI events, workshops, and programs
* Assist in giving presentations across campus about the center
* Serve as a receptionist which includes answering phones, taking messages, makingappointments and greeting guests.
* Provide office support for full-time staff, including typing, copying, and preparing materials for programs.
* Assure that resources, the desk area, and the center are easy to use and in proper order.

**Skills, Knowledge and Abilities:**

Career Assistants are expected to serve as leaders, helpers, and be a resource person for those who utilize the services of the center. CA’s need to have good problem solving, time management, and communication skills. In particular, CA’s need to be able to work independently on their specific project area and be able to motivate themselves to get their projects done in a timely manner and be flexible. CA’s are expected to communicate with professional staff at the beginning and end of every shift when working on projects.

**Term:**

CA’s will be expected to commit to a term of one school year, which is August through May. Though we understand there may be a need for schedule changes throughout the year, we expect CA’s to commit to at least 116 hours, which breaks down as generally 3.5 hours (2 shifts) per week.

**If you are interested in applying for this position, email your resume and a cover letter to Lindsey Meza at** [**lmeza@cornellcollege.edu**](mailto:lmeza@cornellcollege.edu)**. For assistance with creating a resume, go to cornellcollege.edu to make an appointment!**