Job Description

Position Title: Graduate Assistant of Campus Relations and Student Outreach

Office: Career Development

Reports to: Assistant Director of Campus Relations

Date: July 2014

Primary Purpose: To assist in the coordination of outreach/marketing and programming, directing special efforts to promote full use of Career Development by all undergraduate and graduate students.

Essential Job Functions:

• Proactively seeks out opportunities for outreach and collaboration with student organizations. This includes but is not limited to: attending IOC, SGA, and individual student organization meetings, events on campus, and interacting with students on a daily basis.

• Actively researches and pursues on campus opportunities that will result in promotion of Office of Career Development services.

• Creates and fosters personal relationships with student leaders in order to better understand their needs. In addition, leverages formed relationships with student leaders to reach out to other student populations regarding the Office of Career Development.

• Co-advises Delta Epsilon Iota, a career focused honor society at NSU, with the Assistant Director of Campus Relations. Assists DEI in meetings, planning events, and resources on campus.

• Works with Assistant Director to ensure that the Office of Career Development is represented at open houses, orientations, and other outreach/marketing opportunities on campus.

• Publicizes programs including writing copy for web page, and bulletins; updates Office of Career Development entries in campus publications; publicizes events on campus-wide web calendar, and keeps students (and staff) current via electronic bulletins.

• Works within the Campus Relations Team to create and deliver Office of Career Development collateral, mailings, and a variety of promotional material for Development, job fairs, and other special events.
Essential Job Functions (Continued):

- Accompanies the Assistant Director to meetings and presentations with the intent to handle some campus partnerships individually.

- Assist the Office of Career Development in generating a reputation of excellence within the university by developing partnerships with students to help them be successful in their chosen career.

- Develop career related handouts, presentations, and programs on various aspects of the job search, career success, graduate school and others for dissemination in the Career Library, information tables, and other promotional events.

- Support data management, research and reporting efforts of the Assistant Director.

- Participate in various departmental Student Affairs events and programs and staff development, as well as university events such as student orientations or open houses.

- Assist Assistant Directors and Director with special projects as assigned.

- Maintain appropriate levels of confidentially.

- Assist with office responsibilities including answering the telephone, filing, faxing, photocopying and other office duties.

- Other duties as assigned.

Qualifications

- Bachelor’s degree and currently enrolled in a graduate program in Student Affairs Personnel, Marketing, or Communications or related.

- Prefer candidates interested in exploring the field of Career Development and Student Activities.

- Available for occasional evening and weekend hours and programming.