Job Description

Position Title: Graduate Assistant for Career Development

Office: Career Development

Reports to: Assistant Director of Career Development

Date: 2014

Primary Purpose: To assist in the coordination of outreach/marketing and programing efforts to promote the Internship and Job Fair

Essential Job Functions:

Internship and Job Fair

- Manage all aspects of the Internship and Job Fair and serve as lead contact for employers
- Develop Career Fair theme and design, market, and distribute Career Fair promotional materials
- Create and maintain event website before and after the fair
- Oversee all aspects of the online registration process for employers including the distribution of the invite and following-up with all employers to ensure accurate registrations
- Serve as liaison to campus leaders and various campus resources such as The Current, Resident Hall Staff, Student Organizations, and Athletics to promote the event
- Contact employers to secure registration utilizing CareerSHARK (simplicity) database
- Provide frequent event updates to Career staff
- Participate in weekly one-on-one meetings with supervisor
- Recruit and supervise event day staff and volunteers
- Evaluate program effectiveness to develop improved methods
LinkedIn

- Create and implement robust measurable social media campaign strategies for students, alumni and employers
- Conduct audits to identify best practices
- Coordinate social content that drives dialog and connection between students, alumni and employers
- Routinely communicate social media initiatives and results to career staff
- Master social media trends and establish maximum levels of engagement

Qualifications

- Must be enrolled full-time in a Graduate Professional program at NSU
- Solid written and oral communication
- Creative marketing, publicity and event planning experience preferred
- Attention to detail, strong editing and proofreading skills
- Excellent organizational skills and proven ability to meet deadlines
- Self-motivated; able to work without supervision
- Understanding of social networks