

Loyola University New Orleans

Career Development Center

Position Title: Career Development Center Office Student Assistant

Job Location: Career Development Center, 1st Floor Monroe Library

Job Duration: On average, this position is for 10-15 hours per week. Total hours are dependent on the student's federal work-study award.

Overview of Office/Department: The goal of the Career Development Center is to empower students to pursue meaningful lives and careers by providing career support, opportunities, and connections. We provide in-person and virtual career coaching for all students on topics such as career exploration, job & internship searching, resume and cover letter development, graduate school exploration and application, networking, LinkedIn, and more. We also plan and implement on-campus recruiting events such as career fairs, employer information sessions, networking events, industry panels, and on-campus interviewing.

Job Duties/Responsibilities:

The Career Development Center Student Office Assistant will

- Complete daily administrative tasks (ex: checking mail, answering the phone, making copies, scanning documents, organizing materials)
- Assist with job & internship review and approvals on Handshake (Loyola's online job and internship board)
- Assist with content creation for the Career Development Center social media accounts
- Assist with the planning and implementation of both virtual and in-person events including but not limited to career fairs, employer of the day information session, networking events, on-campus interviewing
- Complete other duties as assigned

Learning Outcomes

- Develop and demonstrate professionalism in the workplace
- Acquire and develop strong customer services skills through daily interaction and problem solving with students, faculty & staff, and visitors
- Enhance digital skills through the daily use of technology include Google Suite, Handshake (Loyola job and internship board), and various social media platforms
- Develop cultural competence by actively contributing to equitable and inclusive recruiting and employment practices and by working with and creating meaningful relationships individuals from various cultural backgrounds

Required Skills/Qualifications:

- Current, federal work study eligible Loyola University New Orleans student
- Ability to interact professionally with a variety of stakeholders including students, employers, alumni, and Loyola faculty and staff
- Ability to handle confidential information
- Positive attitude and passionate about helping Loyola students navigate their career journeys

Preferred Skills/Qualifications:

- Strong customer service orientation
- Experience with or knowledge of various social media platforms
- Interest in event planning and implementation

Number of Students You Expect to Hire for This Position: 2

Salary: \$7.25/hour