**Title of Position:**  Career Services Assistant

**Division/Department:** Career Services

**Job Duties**

* Assists with processing job postings quickly and accurately;
* Supports Educators with clerical tasks;
* Covers the student reception desk in resource room as required;
* Updates Career Services’ hall display case;
* Responds to general inquiries of walk-in traffic;
* Maintains supply of student handouts, magazines, etc.;
* Sends faxes as requested;
* Loads paper in printers, clears basic printer paper jams;
* Assists Career Educators with delivery of excellent customer service to clients (students, graduates and employers).

 **Qualifications**

* Enrolled in a program of study and attending scheduled classes
* Possess an overall average of 80% and/or a recommendation or endorsement from a faculty member
* Demonstrated competence working in a technology-based environment
* Possess a thorough knowledge of Microsoft Office (including Access and Excel)
* Experience working in a customer service environment
* Demonstrated attention to detail
* Exceptional interpersonal skills working in a team based environment
* Interest in helping other students
* Excellent oral communication and interpersonal skills
* Ability to exercise sound judgment

 **Additional Information ie special equipment or travel**