Department: Career Center

Department Head: Darrell Sawyer

Department Location Building name and Room No: Surbeck Center

Department Telephone No: 605-394-2667

Number of Positions to be filled: 2

Average number of hours per week each student would be expected to work: 8-12

Specific qualifications or experience (i.e. Computer Science majors):

MUST have excellent interpersonal, communication, English AND organizational skills. Excellent Microsoft Office skills and great command of Excel. Great keyboard skills required.

Specific duties:

Assist callers & ascertain their needs. Assist students & recruiters either in person or via telephone; answer questions about employers recruiting and/or determine who can help. Perform routine office tasks such as answering the telephone, typing documents, making copies, entering student and employer data into recruiting program. Prepare interview packets. Search for jobs online. Assist with career fair preparation and organization. Run campus errands. Maintain a clean & safe office environment which includes dusting and cleaning! Observe appropriate office confidentiality.