Office of Career Development

Career Development Assistants

The University of Washington Tacoma’s Office of Career Development is currently hiring Career Development Assistants for the coming school year. The Career Development Assistants will work directly with the Career Development Specialist to provide career-related services to the UW Tacoma community.

Job Title: Career Development Assistant

Compensation: $10.50 per hour

Hours per week: 4-12 hours per week

Employment Period: August 2013 – June 2014 (Preference will be given to students who are available through the entire 2013-2014 school year. However, students who may only be available for 1 or 2 quarters will be considered.)

Duties and Responsibilities:

- Provide support to UW Tacoma students and alumni through individual scheduled and walk-in appointments that would consist of the following content:
  - Resume construction and critiquing
  - Cover letter writing
  - Interviewing skills and mock interviews
  - Job/internship exploration
  - Proper referral to the Career Development Specialist, advisers, or other campus constituents
- Assist front desk staff in maintaining the Career Connection job postings blog
- Perform tasks to assist in other Career Development projects, including, but not limited to, campus presentations, post-graduation surveys, and recruiting of employer relationships
- Attend student leader retreat during the last week of August, student leader trainings twice a week during September, and monthly student leader trainings on Fridays throughout the school year

Minimum Qualifications:

- Currently enrolled student at the University of Washington Tacoma
- Excellent written, computer, and public speaking skills
- Ability to balance compassion with students and professionalism with employers
- An ability to work independently and as part of a team
- Must possess attention to detail as well as strong customer service and organizational skills
- Reliable, conscientious, good judgment, and ability to respect confidential issues
- Possess an ability to work with a diverse group of students, faculty, staff, and employers
- Must be available to work at least 2 shifts per week during the 12:30pm-4:30pm timeslot

Preferred

- Minimum 2.5 cumulative GPA

To apply, please send a resume, cover letter, and contact information for 2 references to Jake Nelko at jnelko@uw.edu. Applications are due by 5:00pm on July 31, 2013. Any questions may be directed to Jake at jnelko@uw.edu or 253-692-4835.