Career Services Center

Position: Employer Relations Intern  
Starting Date: Monday, August 9, 2014  
Application Deadline: Friday, April 4, 2014  
Department: Career Services Center  
Reports to: Sharon Hansen, Employer Relations and Event Planning Coordinator  
Hours: 8-10 hours per week, primary in the afternoon (plus evening events*)  
Pay: $8.00 per hour

CAREER SERVICES CENTER OVERVIEW
The Marquette University Career Services Center is a dynamic student-centered office that focuses on preparing all students, in all majors, pursuing all career paths for future career success. The supportive office environment provides unique opportunities for student staff not only to have a convenient on-campus position but also to gain skills and experiences that are valued by future employers. Student staff are exposed to a professional office environment that directly serves 2000+ students, hosts 400+ employers, and coordinates several large-scale events each year.

POSITION OVERVIEW
The Employer Relations Intern is an integral part of the employer relations team. The intern helps manage job listings and employer information; assists students, alumni, and employers in registering and navigating Marquette’s career management database (MU Career Manager); plans and facilitates employer information sessions; sets up interview schedules and rooms for employers; publicizes on-campus interviews and office events via traditional media and social media; works with Career Center staff daily to facilitate the on-campus interview process.

SPECIFIC RESPONSIBILITIES
- Support campus recruiting by inputting information into the online database (MU Career Manager), manage job listings and assist employers and students in registering and navigating the online database and running resume packets.
- *Plan and staff employer information sessions. This responsibility will require weekday evening time commitments (ranging from 5 to 8 p.m.) during the busy recruiting season (typically September-November and February-April). The Employer Relations Intern is responsible for finding another student worker to staff information sessions that he/she cannot work.
- Coordinate employer information session details with other Marquette offices, including the Department of Public Safety and the Event Management Office.
- Publicize on-campus recruiting events to students and alumni via traditional marketing and social media.
- Meet and communicate regularly with the Employer Relations and Events Coordinator.

QUALIFICATIONS
- Good standing with the University (both academic and disciplinary)
- Ability to collaborate effectively as a member of a team
- Excellent written and oral communication skills
- Ability to work independently and accept individual responsibility for projects or assignments
- Ability to learn and use a web-based database
- Positive attitude and detail oriented
- Strong organization and time management skills
- Intermediate skills in Microsoft Word and Excel
- Reliable; trouble-shooter and problem-solver
- Ability to effectively represent the Career Services Center to fellow students, campus departments, and employers

**APPLY**
Visit [www.mu.edu/csc/aboutus/StudentEmploymentOpportunities](http://www.mu.edu/csc/aboutus/StudentEmploymentOpportunities) to apply using MU Career Manager