**Position:** Career Intern  
**Starting Date:** Monday, August 24, 2015  
**Application Deadline:** Sunday, March 29, 2015  
**Department:** Career Services Center  
**Reports to:** Charonda Oliphant, Career Counselor  
**Hours:** 10 hours per week  
**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 Career Intern is part of a team made up of three student Career Interns (whose work closely relates to that of the Career Counselors and Career Advisors). This team is an integral part of the Career Services Center responsible for assisting students with basic career related topics such as resume, cover letter, and CV critiques; brief practice interviews; and job search related presentations. This position would be ideal for students who have career interest in counseling, education, human resources, higher education administration, or social work; with a genuine interest in helping others.

---

**SPECIFIC RESPONSIBILITIES**

- **CSC Drop-in Hours (approximately 2 hours daily)**
  - Perform individual resume, cover letter, and CV critiques
  - Conduct brief practice interviews with students and provide appropriate feedback
  - Provide CSC and/or MU Career Manger (online career management system) orientations
- **Outreach (occasional evening and weekend hours)**
  - Conduct presentations for student groups on various job search topics
  - Represent CSC at campus events
  - Act as a CSC liaison to student groups
- **Administrative Duties**
  - General MU Career Manager maintenance
  - Track drop-in and presentation notes/statistics in a timely manner
  - Manage incoming presentation requests

---

**QUALIFICATIONS**

- Good standing with the University (both academic and disciplinary)
- Ability to collaborate effectively as a member of a team
- Good knowledge of English grammar and spelling; skill with document organization/formatting
- Ability to work independently and accept individual responsibility for projects or assignments
- High degree of organization, detail orientation, and reliability
- Strong interpersonal and written communication skills
- Initiative and self-motivation to complete tasks and develop new initiatives when appropriate
- Ability to effectively represent the Career Services Center to fellow students, campus departments, and employers
- Comfort with public speaking and enthusiasm to continue presentation skill-building
- Positive attitude and desire to continually learn and improve self
ADDITIONAL INFORMATION
Applicants who are invited to interview will be required to:

- Provide fall schedule and list of 3 references
- Conduct a 5-10 minute presentation for a few members of the CSC staff discussing involvement in student organizations, volunteer and shadowing experiences, or any other topic of your choosing

APPLY
Visit [http://www.marquette.edu/csc/aboutus/workforcsc.shtml](http://www.marquette.edu/csc/aboutus/workforcsc.shtml) to apply using MU Career Manager