Position: Front Desk Assistant  
Starting Date: Monday, August 22, 2016 (strong possibility of summer hours also)  
Application Deadline: Friday, April 1, 2016  
Department: Career Services Center  
Reports to: Denice Juckem, Office Associate  
Hours: 10 - 12 hours per week, various hours between 9:00 a.m. and 5:00 p.m.  
Pay: $7.50 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 Front Desk Assistant (FDA) is part of a team made up of two to three additional students who provide administrative support daily for the Career Services Center and its’ staff. Primary responsibility of the FDA is to greet and direct all visitors to our center including students, faculty, employers and university staff. This position helps manage our online job database (MU Career Manager); schedule individual career counseling appointments using MU Career Manager; answering a busy multiline telephone; complete administrative projects such as copying, preparing mailings, and data work using various programs. The FDA works in tandem with additional student staff in the coordination of day-to-day activities of the Career Services Center.

SPECIFIC RESPONSIBILITIES
• Greet clients, which include students, employers, alumni, faculty, and staff to the office.  
• Assist clients in person and on telephone with questions regarding the Career Services Center and the services offered  
• Complete administrative projects as required by full time staff  
• Schedule individual appointments using MU Career Manager scheduling  
• Maintain general knowledge of career related events throughout campus  
• Coordinate daily activities with assistance from the full time staff and student interns  
• Meet and communicate regularly with Office Manager  
• Serve as a Career Services ambassador to promote services and resources on campus; promote through classroom and student organization announcements.

QUALIFICATIONS
• Good standing with the University (both academic and disciplinary)  
• Ability to collaborate effectively as a member of a team  
• Excellent verbal communication skills  
• Meet and communicate regularly with Office Associate  
• Ability to work independently and accept individual responsibility for projects or assignments
• Ability to learn and use a web-based database
• Positive attitude and willingness to take initiative without being prompted
• Strong organization and time management skills
• Intermediate skills in Microsoft Word and Excel
• Ability to maintain confidentiality
• Ability to effectively represent the Career Services Center to fellow students, campus departments, and employers

APPLY
Visit www.marquette.edu/csc to apply using MU Career Manager