Assistantship Job Description: Career Services

Description/Responsibilities:

* Confirm on a weekly basis the attendance for the expected 100 plus students participating in the CHOICE program during fall 2019 and spring 2020 semesters.
* Assist in creating and disseminating marketing materials for the CHOICE program to students, faculty, staff, administration, and local organizations.
* Continue to make local connections with area employers to increase the number of internships available to our students
* Become an “expert” in utilizing RamTrack to assist in the management of the CHOICE program, from student, faculty, administrator, and employer perspectives.
* Assist the Internship Coordinator with processing the required HR paperwork and intern payroll to ensure that internship wages are approved and paid to interns on a bi-weekly basis.
* Conduct assessments on the effectiveness of the program from an employer and student perspective.
* Assist the Internship Coordinator to update the standard operating procedure manual for the CHOICE program.
* Assist the Internship Coordinator with overall management of the CHOICE internship program.
* Maintain numerous excel databases including, but not limited to: Internship Course Codes, Internship Classes, Internship Examples, Year over Year Statistics, and Career Fair Literature

The Graduate Assistant will report to the Internship Coordinator