

Career Services Graduate Assistant (Employer Relations)

PROGRAM OVERVIEW

Career Services is a department within the Division of Student Affairs at East Carolina University. Our mission is to support and empower students in their career development to succeed as professionals in a global community. The Employer Relations Team performs employer-facing functions within Career Services, developing and maintaining relationships with employers to foster recruitment and employer/student engagement.

THE UNIVERSITY

East Carolina University is a constituent institution of the University of North Carolina System and has an enrollment of over 29,000 students, making it North Carolina's fourth largest institution of higher learning. The main campus is adjacent to uptown Greenville, NC, a city of over 70,000 people. Greenville is the hub of the eastern North Carolina coastal plains and a business, medical, and educational center. It is 80 miles east of Raleigh, the state capital, accessible by highway and nearby airports, and within easy driving distance of coastal resorts.

REQUIREMENTS FOR CANDIDACY

Applicants should possess a bachelor's degree and admission (or anticipated admission) in an accredited degree-granting graduate program at East Carolina University. Additionally, all applicants should be in good conduct and behavioral standing with East Carolina University, as well as with local, state, and federal laws. Qualified applicants should exhibit excellent oral and written communication skills, possess knowledge of teamwork, leadership, time and stress management, planning/organizing, problem solving, diverse cultural appreciation, and helping skills. While it is preferred that the applicant has experience related to Business, Human Resources, Communications, Event Planning/Management, or related fields, it is not a requirement.

PREFERRED QUALIFICATIONS

The ideal applicants will possess experiences, education and knowledge in some combination of the following:

- Undergraduate degree in Business, Communication, Public Relations, Psychology, or related field
- Strong verbal/written communication skills
- Experience coordinating and/or supporting events
- Knowledge of Microsoft Office software (Word, PowerPoint, Outlook, Excel), Internet/online research applications and general communication technology (email, phone, etc.)
- Experience with using Handshake or another university career services platform
- Skills in using Excel for data analysis

SCOPE OF POSITION

As a paraprofessional, provides administrative and strategic support for the goals and objectives of the Employer Relations Team of the Career Center. Provides support in coordination of all employer related events, services and resources for the department. Represents the Career Center at university-sponsored events and assists in the planning, coordination, and marketing of events, activities, and programs. Assists in the creation, maintenance, and organization of employer related information. Will help keep accurate records and analyze data for reporting purposes. Will read, know, understand current employer marketing material and suggest ways to increase employer involvement. The Employer Relations Graduate Assistant will also work on email drafting, cold calling, employer marketing, and other duties as assigned.

Note: This is not a remote position. The workstation is the ECU Career Center, 701 E 5th St, Greenville, NC 27858. This office is across the street from ECU's main campus and is on ECU Transit bus routes. Parking is not available onsite. Regular campus and city parking options are available.

As a result of this Graduate Assistant position, students will have the opportunity to gain the following NACE Career Readiness Competencies:

- **Communication:** Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.
- **Diversity & Inclusion:** Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.
- **Professionalism:** Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.
- **Technology:** Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

As a result of this Graduate Assistant position, students will have the opportunity to gain the following Behavioral Competencies in the SHRM Competency Model:

- **Communication:** The ability to effectively exchange information with stakeholders.
- **Global & Cultural Effectiveness:** The ability to value and consider the perspectives and backgrounds of all parties.
- **Relationship Management:** The ability to manage interactions to provide service and to support the organization.

RESPONSIBILITIES

- Collect and analyze data on targeted email communications, student and employer turnout for Career Services events such as career fairs, virtual information sessions, and employer on-campus visits.
- Assist with maintenance of Career Services job database system Handshake including employer approval, job approval, career fair registration, system updates, and additional troubleshooting as needed
- Create new marketing materials and content to promote employer events and opportunities.
- Assist the Career Center staff during marketing events, Career Fairs, tabling events, and other designated programs associated with employers

DATES OF EMPLOYMENT & COMPENSATION

- Spring '22 Semester
- Work 20 hours per week
- Salary is up to \$5,000 per academic year (pro-rated based on start date)

APPLICATION PROCESS

Email a PDF version of your cover letter, resume, and list of three references including name, phone number and email address to Daniel Stevens, stevensd19@ecu.edu.