Contact: Kim Crouch, kcrouch2@murraystate.edu or 270.809.2907
Minimum GPA: 2.5
Classification: rising sophomores, junior and seniors
Availability: able to serve at least one shift from 2 to 3:30 PM on Tue, Wed and/or Thu
$7.25/hr | 10 hrs/wk | business casual attire required

RESPONSIBILITIES
- Work one-on-one with students to critique resumes and cover letters
- Coach students through job search strategies
- Edit resumes and cover letters submitted via email
- Present resume and cover letter writing presentations to classes and organizations
- Research job search trends and develop an update report to Career Services
- Update related presentations
- Answer phones, greet office guests and schedule appointments
- Support special event and day-to-day needs of the office

LEARNING OUTCOMES
- Employee will be able to interact professionally with staff, faculty, employers and students
- Employee will know resume and cover letter writing and job search strategies
- Employee will be able to explain job search strategies both through presentations and one-on-one
- Employee will be able to evaluate and critique documents and make recommendations for improvement
- Employee will be able to research current job search trends and develop recommendations to department

QUALIFICATIONS
- Strong written skills with excellent grammar and spelling skills
- Effective verbal communication skills (both one-on-one and to groups)
- Fluent English speaking and writing skills
- Proficient in formatting documents with Microsoft Word and PowerPoint
- Effective presentation skills (able to easily navigate PowerPoint)
- Self-motivated and task oriented

APPLY
- Email resume and cover letter to Kim Crouch by Fri, Jan 22, 2016