



Title of Position: **Graduate Assistantship – Event Planning/ Office Administration**

Appointment: **Academic Year; prefer 2 year appointment**

Description of Duties & Responsibilities:

1. Assist with planning and execution of Graduate School Information Day and Illinois Broadcast Association Job Fair
2. Meet with students to develop and critique resumes and cover letters and provide information regarding internships and graduate school programs
3. Assist with career workshops and presentations
4. Conduct classroom presentations about services offered as needed
5. Utilize E-recruiting career software to build student cards
6. Assist with scheduling of student appointments
7. Assist with Career Network Days and Education Job Fairs
8. Provide support for Career Services outreach activities and special projects

Additional Requirements:

- Excellent verbal and written communication skills
- Strong listening ability and effective in building trust with student clients
- Ability to adhere to professional standards in counseling and maintain client confidentiality
- Ability to establish and maintain effective professional relationships
- Good presentation skills to small groups
- Ability to manage multiple projects
- Strong customer-service orientation
- Excellent attention to detail and strong organizational skills

Application Information:

Submit resume and cover letter to:

Roberta Kingery, Career Advisor
EIU Career Services
1301 Human Services Center
600 Lincoln Avenue
Charleston, IL 61920