



ANNA MARIA
COLLEGE

Anna Maria College On-Campus Federal Work Study Job Description

50 Sunset Ln.

Paxton, MA 01612

Department/Location:	Career Services/Trinity East
Supervisor:	Gregory Walther/Director of Career Services
Supervisor Preferred Contact Information:	gwalther@annamaria.edu
Position Title/Classification:	Career Services Assistant
Positions Available:	Up to two positions available.
Hourly Wage:	\$15
Job Description:	<p>The Career Services Assistant will perform tasks that support the daily operations and overall success of the Career Services Office. The student worker will partner with the Director of Career Services in this role, learning all aspects related to the day-to-day activities of the office.</p> <p>The student worker will be responsible for representing the department at campus events, alongside the Director of Career Services. Additional marketing assignments will include composing and subsequently posting social media content on Instagram and YouTube channels. The student worker will also have the opportunity to draft marketing materials for distribution throughout the campus.</p> <p>Furthermore, the student worker will have the chance to observe and participate in student career service meetings, workshops, and engage with employers to develop new relationships with the Career Services office.</p>
Duties Performed:	<p>Draft social media posts</p> <p>Conceptualize and set up student on campus events</p> <p>Attend student and employer meetings</p> <p>Conduct labor market research</p>
Specific Qualifications:	<p>Proficient communication skills</p> <p>Social media marketing background</p>



ANNA MARIA
COLLEGE

	Prior knowledge or willingness to learn events administration. Basic computer skills Willingness to learn new emerging technologies
Hours/Week:	10
Special Application Instructions:	Resume and cover letter Interview with the Director of Career Services

Dates of Employment (check one):

Full Academic Year

Fall Semester Only

Spring Semester Only

Summer Semester Only

Summer start date:

Summer end date: