

**Position Description  
Gordon State College  
Career Services Center  
Federal Work Study - Student Worker**

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**REPORTS TO:** Career Services Coordinator

**DEPARTMENT:** Student Success

**SCOPE:** Assist the Career Services Coordinator in the many aspects of Career Services. Provides assistance with greeting guest, assisting students with establishing appointments, maintaining database, answering and directing calls, assist staff with projects and provide general office assistance.

**STRUCTURE:** The Career Services Student Worker reports directly to the Career Services Coordinator. Some responsibilities may be delegated by Career Services Assistant and Employer Relations Coordinator.

**RESPONSIBILITIES:**

- Assists in maintaining an extensive computer database.
- Develops student jobs.
- Assists in administering all paperwork and documentation for student visits.
- Assists students with all job search activities.
- Responsible for keeping job board updated.
- Oversees all office functions when supervisor is out.
- Assists with job fairs and other programs sponsored by GSC Career Services.
- Assists in promoting all services offered by Career Services Center through social media platforms and other creative methods.
- Assist staff in set-up, operation and clean up at all presentations and events, representing Career Services.
- Performs other duties as assigned by supervisor.
- Create marketing material for Career Services Center, including but not limited to videos, flyers, electronic images and social media campaigns.
- Maintain a working knowledge of Career Services policies, procedures and resources in order to provide students with exceptional service.
- Uphold standards of conduct to maintain a professional image with the Career Services Center.

**QUALIFICATIONS:** Experience in a computerized office setting or equivalent in computer experience preferred. Ability to use database systems and other current technologies required. Ability to interact with the public required. Must be responsible, outgoing, a self-starter and possess good interpersonal, customer service and oral and written communication skills. Must be proficient in Microsoft Office Suite and Publisher. Commitment to attendance and job performance standards. Critical thinking skills, ability to solve problems with limited supervision. Professional demeanor, personal maturity and positive attitude.

**TERM:** The normal work week is twenty hours per week, Monday – Friday. Some flexibility to work with student’s class schedule.