University of Florida Career Resource Center
Employer Services Graduate Assistant

The incumbent will work within the employment development area of the Career Resource Center to support the Assistant Director of Employer Services with projects and tasks associated with Gator CareerLink, employer relations and employer branding.

Day-to-day tasks include

- Identify new and current branding and marketing strategies to support employers to brand their organization on UF campus to students. Complete projects related to employer branding including creating content for website, marketing materials, announcements and articles for CRC staff, faculty and staff, employers housed on GCL announcement section, employer resource materials for the document library, presentations related to HR law, and social media content
- Assist in the administrative, troubleshooting, training and reporting functions of Gator CareerLink to support all users including students, alumni, employers and faculty/staff
- Assist in the assessment and tracking of use, effectiveness and efficiency of Center’s services and applications
- Conduct ongoing research into emerging trends in branding via webinars, newsletters, articles and social media. Create ongoing resource guide.
- Deliver presentations about CRC services and the job search-process as requested
- Offer one-on-one consultations to employers and career planning sessions to assist students

Qualifications

- Demonstrated presentation skills
- Strong verbal and written communication skills
- Ability to handle sensitive and confidential information/situations with discretion.
- Proficient in use of Microsoft Word, Excel and PowerPoint
- Team player who can work independently to achieve a team goal
- Attention to detail in composing, editing, and proofreading materials
- Experience in marketing, promotions, problem solving and database use preferred

Work Conditions

The CRC is open Monday-Friday; 8 a.m. - 5 p.m. (fall and spring). Summer hours are Monday-Friday 8 a.m. - 4:30 p.m. The incumbent would work between 20 hours per week. Some evening and weekends hours may be needed to fulfill presentation requests. Training and employment will start in Fall 2014 – Spring 2015 with the possibility of a two year contract arrangement.

About the CRC

The Career Resource Center helps UF students choose their major, look for internships, full-time jobs or graduate school. Each year we host career fairs, on campus interviews and a range of employer programs to help UF students figure out what they want to do after graduation and make it happen. Call 392-1601, click www.crc.ufl.edu or visit the CRC on the first floor of the Reitz Union.

To Apply – follow guidelines outlined under How To Apply: http://education.ufl.edu/student-personnel/how-to-apply-for-graduate-assistantships/

For more information, contact: EiriniC@crc.ufl.edu

**Tuition waiver for this 9-month assignment pending upon Division of Student Affairs budget approval. A final decision will not likely occur until sometime after July 1, 2012 when the budget is finalized.**