

**University of Florida Career Resource Center
Career Events Graduate Assistant**

The Career Events Graduate Assistant/Intern will serve as an active member within the Employer Relations group and have an opportunity to interact with both students and employers.

Day-to-day tasks include

Assists in the coordination and implementation of the bi-annual Career Showcase and other career events. Leads event planning for one annual career fair. Recruits, trains, and manages the 20+ Employer Relations Ambassadors (ERA) student organization as well as the 25+ Showcase day-of-event hosts. Works with supervisor to create a plan to maintain a sustainable ERA group. Makes ongoing connections with employers, students, faculty and staff to promote career events and other center activities. Assists in supervising Career Events student assistants and is assigned to mentor up to three ambassadors. Supports Career Development by conducting one-on-one career planning appointments with students. Aids in the management and maintenance of the Gator CareerLink Career Events Database System. Conducts research and provides data analysis for career fairs and events. Performs special projects as assigned. Incumbent may perform some or all of the described duties.

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 program planning, promotions, problem solving and event planning 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 2016 – Spring 2017 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/>