

University of Florida – Career Resource Center Graduate Student Intern – Employer University & National Employer Development Focus

Join the UF Career Resource Center (CRC) team and get ready to change UF students and alumni lives by supporting efforts to create more employment connections!

The incumbent will assist with programmatic outreach to new and inactive employers for the purpose of creating employment and educational opportunities for University of Florida (UF) candidates as well as the implementation of the CRC's Employer University program.

Assist in the implementation and assessment of the national focused employer outreach strategic plan. Create and implement employer education webinars and program modules to educate new and inactive employers in order to increase employment connections and educate about the UF student population. Conduct outreach and establish partnerships with national employers to establish or strengthen recruitment and educational connections for UF candidates. Work with the Assistant Director for Employer Development (national) to create and conduct presentations to employers, students, and campus partners to support the CRC. Assist with career fairs and career-related events and the development and implementation of programmatic goals for the Employer Relations Team in support of the overall CRC mission and goals.

The paid position is 20 hours per week. The position begins August 2016 and continues through April 2017. This position is a one-year contract with the ability to stay two years depending on demonstrated success as well as continued funding.

QUALIFICATIONS

Must be an accepted degree-seeking graduate student (either current or new admit for Fall 2016) at the University of Florida. The ideal candidate should have interests in higher education, career education, project/event management, and/or marketing. Preferred candidate will show proficiency with communication, technology (i.e., Excel, Word, PowerPoint, video conferencing software) and evidence of providing quality customer service.

JOB FUNCTION

Business Management, Education-Higher Education, Event Services, Human Resources & Labor Relations, Marketing