Career Fair Coordinator/Career Counselor Graduate Student Intern
Position Description

Position Summary:
Supervised by the Recruitment Coordinator in Career Services, the Career Fair Coordinator/Career Counselor Graduate Student Intern will work directly with the Career Services Team. This position requires direct contact with students working with them to guide and enhance the career development process and provides direct oversight and event management for both the fall and spring career fairs.

NASPA/ACPA Core Professional Competencies: Leadership, Student Learning and Development, and Personal Foundations, Advising and Helping, and Ethical Professional Practice

Position Responsibilities:
• Provide event management and oversight for the fall and spring career fairs
• Collaborate with outside constituencies ensuring registration and sponsorship for fall and spring career fairs
• Utilize communication skills when working with employers, campus partners, and event attendees
• Assist students with job and internship preparation and strategies
• Provide career-related presentations
• Conduct individual and group mock interviews
• Educate clients on how to develop a resume and/or cover letter, assist with the creation/coordination of career programming; and assist at various events, which may include night and weekend programming
• Assist in helping students gain a better understanding of the graduate school search and application process
• Assist with the implementation of other programs and initiatives as assigned

Qualifications:
A successful candidate will possess a Bachelor’s degree and be fully enrolled on the SAA Program at UW-La Crosse. Strong interpersonal, oral and written communication skills are also required as well as an ability to build relationships with employer partners. This position also requires someone who can easily take initiative and work independently with a high level of energy. A strong interest in event management, collaborating with others, career development, eagerness to assist others, willingness to speak in front of both large and small groups and learn new skills is crucial to success in this role. This position is a two year appointment subject to renewal annually based on performance, indicators. It is preferred, but not required that candidates possess previous large event management experience, experience working one on one with people and assisting college students in their success, presenting in front of small and large groups, working within a team environment and collaborating with different constituencies.

About the Office of Career Services: Career Services is a student-focused office that provides comprehensive career planning services to University of Wisconsin-River Falls students and alumni. By providing expertise, resources, and support, the office empowers individuals to make and implement well-conceived career plans.

To Apply: Please complete the UW-River Falls Graduate Student Intern Application by clicking the link.

Deadline to Apply: Applications will be reviewed as submitted. Position will be open until filled.

The University is committed to creating an educational community which enhances student awareness and appreciation of diverse ethnicities and cultures and which actively supports tolerance, civility and respect for the rights and sensibilities of each person without regard to economic status, ethnic background, political views, sexual orientation, or other personal characteristics or beliefs. Awareness of and sensitivity to diverse ethnic and cultural heritages are especially sought in applicants.

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