Graduate Assistant (Event & PR) - 20 hrs

Position Information

Employer:
MU Career Services

Division:
N/A

Position Type:
Part-time, On-Campus position

Title:
Graduate Assistant (Event & PR) - 20 hrs

Location:
Location #1
Nationwide
No
City
Huntington
State/Province
West Virginia
Country
United States

Job Function:
Advertising, Broadcasting/Media, Clerical, Education - Non Teaching, Graduate Assistant, Internet/E-Commerce/Web Design, Journalism/Broadcasting/Writing, Marketing, On-Campus, Public Relations

Description:
Looking for an outgoing, energetic, FULL TIME graduate student to assist staff in the following ways:

* Maintain Facebook, LinkedIn, Twitter, and Instagram accounts
* Update website with current information
* Create flyers and advertising to promote events
* Execute information tables weekly across campus covering different services and events
* Write press releases as needed
* Assist with all preparation and execution of Career Expos and other on-campus events
* Other duties as assigned

Tuition benefit amount, if any, is not known at this time.

Qualifications:
* Full time grad student
* Preference will be given to PUBLIC RELATIONS or MARKETING majors who are entering first semester of grad school Fall 2016.
* Must be professional in appearance and demeanor
* Excellent oral & written communication skills, including EXCELLENT COMMAND OF ENGLISH LANGUAGE
* Good working knowledge of social media
* Web and/or graphic design skills preferred

https://marshall-CSM.symplicity.com/manager/index.php?_do_print=1&version=1468521671187

How To Apply
Email your resume and cover letter to stolerdm@marshall.edu. Put 'PR and Event GA' in the subject line.
Walk-in resumes will NOT be accepted.
Applications accepted via:
• Other

Important Dates
Posted On:
July 06, 2016
Applications Accepted Until:
August 01, 2016
*Available 20 hours/week, preferably 10-2 or 11-3 Monday-Friday
*Minimum 3.0 GPA
*Experience in Microsoft Office, Adobe Creative Suite, and WordPress preferred
*Knowledge of Hootsuite or other message scheduling apps

**Approximate Hours Per Week:**

20

**Salary Level:**

TBD

**Additional Information:**

Email your resume and cover letter to stolerd@marshall.edu. Put 'PR and Event GA' in the subject line.

Walk-in resumes will NOT be accepted.

**Desired Class Level(s):**

Alumni, Senior, Graduate Student, Graduate
Graduate Assistant (full time) - 20 hrs

Position Information

Employer:
MU Career Services

Division:
N/A

Position Type:
Part-time, On-Campus position

Title:
Graduate Assistant (full time) - 20 hrs

Location:

Location #1
Nationwide
No
City
Huntington
State/Province
West Virginia
Country
United States

Job Function:

Clerical

Description:

Looking for a full time grad student beginning Fall 2016 who is interested in working with students and employers in a career focused setting. This position will be working in an office environment and duties may include:
* Greet students and other guests as they enter the door
* Respond to students/alumni & employer questions and concerns
* Triage students and calls to appropriate staff
* Schedule appointments
* Handle money for proctoring appointments and etiquette dinner ticket sales

You may also be trained to review resumes, cover letters, and other documents. Assist students and employers in the lobby with registrations, uploading documents, and sending out employment information.

May be located in either the Career Services office or the Student Resource Center

PLEASE EMAIL RESUME AND COVER LETTER TO stolerc@marshall.edu. Put 'Grad Assistant - full time' in the email subject line.

NO WALK IN RESUMES WILL BE ACCEPTED!!!

PREFERRED work hours: MONDAY-FRIDAY 1:00-5:00pm

First preference will be given to students entering first semester of grad school in Fall 2016.

Tuition benefit amount, if any, is not known at this time.
Qualifications:

MUST HAVE EXCELLENT COMMAND OF THE ENGLISH LANGUAGE.
Must be enrolled full time in graduate school
• Interest in developing knowledge and skills in resume writing techniques
• Ability to master information quickly
• Excellent communication skills (oral and written)
• Strong knowledge of MSWord, outlook, Excel and MS Publisher is a plus
• Ability to ask for assistance, when needed
• Ability and desire to take initiative, and "pitch in" wherever and whenever needed
• Interest in career-related issues and activities
• A receptive attitude toward constructive criticism, and a desire to learn and experience new opportunities
• Any major may apply, but students should have a genuine interest in assisting students with their career-related concerns and questions. Preference will be given to students with these interests.
*Minimum 3.0 GPA

*Availability to work 1-5pm M-F preferred

Approximate Hours Per Week:

20

Salary Level:

TBD

Desired Class Level(s):

Alumni, Senior, Graduate Student, Graduate
Research/Educator Expo Graduate Assistant - 20 hrs

Position Information

Employer:
MU Career Services

Division:
N/A

Position Type:
Part-time, On-Campus position

Title:
Research/Educator Expo Graduate Assistant - 20 hrs

Location:
Location #1
Nationwide
No
City
Huntington
State/Province
West Virginia
Country
United States

Job Function:
Clerical, Customer Service, Education - Non Teaching, Graduate Assistant, On-Campus

Description:
Looking for a full time grad student beginning Fall 2016 who is interested in working with students and employers in a career focused setting. This position will be working in an office environment and duties will include:

Responsible for assisting staff in the successful execution of the Educator Expo by heading up the recruiting of school systems and others to attend through emails, phone calls and online researching of potential employers to attend.

Other duties may include:
*Respond to students/alumni & employer questions and concerns
*Triage students and calls to appropriate staff
*Schedule appointments
*Handle money for proctoring appointments and etiquette dinner ticket sales

May be located in either the Career Services office or the Student Resource Center

PLEASE EMAIL RESUME AND COVER LETTER TO stolerd@marshall.edu. Put ‘Grad Assistant - Ed Expo’ in the email subject line.

NO WALK IN RESUMES WILL BE ACCEPTED!!!!!!

APPLICATIONS ACCEPTED UNtil:
August 01, 2016

Job Function:
Clerical, Customer Service, Education - Non Teaching, Graduate Assistant, On-Campus

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May be located in either the Career Services office or the Student Resource Center

PLEASE EMAIL RESUME AND COVER LETTER TO stolerd@marshall.edu. Put ‘Grad Assistant - Ed Expo’ in the email subject line.

NO WALK IN RESUMES WILL BE ACCEPTED!!!!!!

PREFERRED work hours: MONDAY-FRIDAY 9:00am-1:00pm

First preference will be given to students entering first semester of grad school in Fall 2016.
Tuition benefit amount, if any, is not known at this time.

Qualifications:

Qualifications:
MUST HAVE EXCELLENT COMMAND OF THE ENGLISH LANGUAGE.
Must be enrolled full time in graduate school
• Must be at ease with making phone calls and following through to get to a successful
collection.
• Ability to master information quickly
• Excellent communication skills (oral and written)
• Strong knowledge of MSWord, outlook Excel.
• Ability to ask for assistance, when needed
• Ability and desire to take initiative, and “pitch in” wherever and whenever needed
• Interest in career-related issues and activities
• A receptive attitude toward constructive criticism, and a desire to learn and experience
new opportunities
• Any major may apply, but students should have a genuine interest in assisting students
with their career-related concerns and questions. Preference will be given to students
with these interests.
  *Minimum 3.0 GPA

*Availability to work 9am-1pm M-F preferred.

Approximate Hours Per Week:

20

Salary Level:

TBD

Additional Information:

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Assistant - Ed Expo’ in the email subject line.

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Desired Class Level(s):

Alumni, Senior, Graduate Student, Graduate