

## **Job Description for Career Services Work Study position:**

Responsibilities include-

- Customer Service Representative
  - Answer phone calls
  - Set up appointments for students
  - Agree to be confidential with student information
  - Maintaining the work area in a clean and organized manner
  
- Assist with Graduates Career Destination
  - Compile data from graduate exit survey
  - Collect and compile data from graduates 1<sup>st</sup> destination survey
  
- Assist in navigating Handshake
  - Maintain Job approvals
  - Stay current with updates
  - Market Handshake to students and reach activation goals
  
- Assisting with the organizing of Graduate Fairs and Career Fairs
  - Greet Vendors
  - Help set up tables, etc.
  
- Marketing
  - Responsible for advertising and marketing Career Fairs and job postings through social media and the UTS APP
  - Print, post and update job post board located in the Student Union Building
  - Create QR code and compile data from events from the QR code