

**Career Center  
Graduate Student Worker  
Position Description  
2017-2018**

The main focus of this position is marketing. The Graduate Student Worker (GSW) will report directly to the associate director and will oversee all aspects of marketing for career center programs, events and services.

Primary responsibilities include:

- Supervise undergraduate student life intern
- With the help of student life intern, oversee all aspects of marketing for career center programs, events and services, including: print materials, social media, tabling, etc.
- Write and manage weekly CC newsletter

The ideal applicant will have interests related to:

- Marketing/Promotions
- Social Media
- Web Design
- Event Planning
- Career Development

The ideal applicant will have the following skill sets:

- Superior communication skills, both written and oral
- Strong attention to detail and organizational skills
- Ability to solve problems independently
- Professional demeanor
- Reliable and dependable
- Strong work ethic
- Ability to take initiative
- Event planning experience
- Sales/Marketing/Promotions experience
- Familiarity with CC programs and services preferred
- Tech-Savvy

Expectations

- Represent the values and mission of the CC
- Serve as an ambassador for the CC to the Lewis & Clark Community
- Attend mandatory, regularly scheduled GA meetings and trainings
- Attend regular one-on-one meetings with supervisor
- Participate in collaborative projects
- Serve as a positive role model to students
- Attend area meetings and campus programs, as directed
- Support College policies and guidelines
- Maintain confidentiality
- Attend weekly staff meetings
- Outreach to students and student groups on behalf of the CC
- Other duties as assigned or as interests develop