

Job Announcement – Career Services Assistant, Temporary

Position Title: Career Services Assistant
Position Type: Temporary, Part-Time up to 19 hours per week
Position Start: August 2022
Position End: May 2023

The rapidly growing [Dale E. and Sarah Ann Fowler School of Engineering](#) (FSE) seeks highly motivated colleagues to help build Chapman University's newest school. Opened in the Fall of 2019, FSE offers undergraduate degree programs in Computer Science, Computer Engineering, Data Science, Software Engineering, and Electrical Engineering, and is located in the new [Swenson Family Hall of Engineering](#).

FSE is looking for a collaborative, goal-oriented graduate assistant, intern, or part-time staff with a growth mindset to join the team and fill the temporary role of Career Services Assistant.

Position Summary:

The Career Services Assistant for the Fowler School of Engineering is a ten-month (Aug – May), 19 hour per week position reporting to the Career Specialist. The Career Services Assistant will advise undergraduate students on general career services including but not limited to resume writing, cover letter writing, job search strategies, LinkedIn, and Handshake (Chapman University's Online Career Portal). The assistant will support various workshops and presentations to students and work on assigned projects. In addition, the assistant will provide administrative and marketing support to FSE career and internship services including the Chapman Engineering Student Accelerator (CESA) program, career related events, outreach to students, data collection and entry, and reporting. This role requires the individual to be a self-starter, go-getter and proactive with the ability to coordinate and execute projects both on their own, and within a team environment.

Responsibilities:

- Advise Fowler School of Engineering students on resume writing, career resources, job searching techniques, LinkedIn, and other career related inquiries
- Support the facilitation and presentation of workshops to students about resume writing, cover letter writing, LinkedIn review, and other resources
- Operate Handshake, Chapman's Career Portal, in an administrative capacity to make student appointments, answer general questions, and assist in other administrative functions
- Connect with faculty to organize classroom presentations on a variety of career related topics
- Provide support for various career related programs and events
- Work on further developing Chapman Engineering Student Accelerator (CESA) programming, advising, marketing, and administrative items
- Take minutes, provide feedback, and contribute to projects
- Work with FSE student population to gather data and conduct surveys
- Create marketing campaigns and materials for FSE career related items
- Provide excellent customer service, and learn commonly used software and online tools (training will be provided)
- Other duties as assigned

Qualifications for the Position:

Required Qualifications:

- Interest/experience in higher education, school counseling, or career services
- Currently enrolled in a graduate degree program for education, higher education, counseling, or related discipline.
- Ability to commit to a 10-month appointment (Aug 2022 to May 2023)
- Availability to work up to 19 hours per week (these hours may vary depending on event and programming needs)
- Availability to work some evenings and weekends to support FSE and Career related events and programs (dates will be provided in advance)
- Ability to meet with supervisor(s) and take instruction/direction for applicable tasks
- Ability to establish rapport with students, staff, faculty, leadership, campus partners and diverse constituencies
- Demonstrated effective written and oral communication skills
- Strong interpersonal and customer service skills
- Ability to problem solve and find creative solutions in a fast paced, student-centered environment

Desired Experience, Knowledge, and Skills:

- Experience using Canva, Handshake, Microsoft Office Suite, Zoom
- Prior experience in mentoring, academic advising, or teaching assistance
- Knowledge of engineering and technology labor market trends

Notice to Applicants:

This posting is for external students enrolled in a graduate program outside of Chapman University. Graduate students currently enrolled in a program at Chapman University may obtain more information and apply through [Chapman's Student Employment Portal](#).

This is a 10-month position with the opportunity to continue for an additional term.

For more information and instructions to complete the application, visit www.chapman.edu/jobs.

Application review will begin immediately and may close at any time without prior notice.

Chapman University is committed to providing a comprehensive employee benefits program that helps our employees stay healthy, feel secure and maintain a work-life balance. More information on Chapman's benefits program may be found on the Office of Human Resources' website.

Applicants for Staff and Administrator positions must be currently authorized to work in the United States on a full-time basis. Chapman University does not sponsor applicants for Staff and Administrator positions for work visas.

The offer of employment is contingent upon satisfactory completion and outcomes of a criminal background screening, credit check, and returning to the Office of Human Resources a signed original acceptance of the Chapman University Agreement to Arbitrate.

Chapman University is an equal opportunity employer committed to fostering a diverse and inclusive academic global community. The University is dedicated to enhancing diversity and inclusion in all aspects of recruitment and employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, gender expression, national origin, ancestry, citizenship status, physical disability, mental disability, medical condition, military and veteran status, marital status, pregnancy, genetic information, or any other characteristic protected by state or federal law. The University is committed to achieving a diverse faculty and staff and encourages members of underrepresented groups to apply. More information on diversity and inclusion at Chapman University can be found at www.chapman.edu/diversity.

Chapman University, One University Drive, Orange, CA 92866 Human Resources Department