

Career & Employment Services - Employer Relations Intern
Position Description
Fall 2009 – May 2010

Career and Employment Services provides guidance to K-State students and alumni who are seeking employment opportunities including part-time, internships and career related positions. We offer individual advising, workshops and events that help clients prepare their resume, learn interviewing skills, develop job search strategies and make direct links to employers interested in hiring K-Staters.

Responsibilities:

- Engage in outreach to local employers to secure part time and internship opportunities for K-State students
- Assist in the strategic planning for and marketing to support employer development efforts
- Provide administrative support to the employer relations team
- Manage the Kansas Career Work Study program
- Maintain marketing files and organizational system
- Participate in the Employer Development Committee meetings when possible
- Other projects as assigned

Required Qualifications:

- Experience with Microsoft office including MSword (including mail merge), excel and Powerpoint
- Strong organizational skills
- Ability to work independently
- Strong oral and written communication skills
- Strong attention to detail
- Strong problem solving skills
- Self-motivated, proactive and team-oriented attitude

Flexible scheduling of 10 hours per week, October 2009 through Mid May 2010.

Hourly Wage: \$7.75

Email cover letter, resume, and contact information for three professional references to:
Dottie Evans, Associate Director, Career & Employment Services, dae6666@k-state.edu

Application Deadline – September 18, 2009

CES is an Equal Opportunity Employer and actively seeks diversity among its employees.