

Career & Employment Services (CES)

Post-Graduate Caller

Job Description

Post-graduate callers are K-State students whose primary responsibility will be contacting recent K-State graduates to obtain their current job status and other career information.

Specific duties include:

- Contacting recent K-State graduates to obtain job status and other career information via telephone.
- Completing post-graduate forms accurately and thoroughly.
- Collecting information from alumni and families in a professional and courteous manner.

Minimum Qualifications

- Experience with providing quality customer service or similar tasks.
- Solid communication skills and time management skills.
- Ability to work independently.
- Displays initiative and a motivated work style.
- Able to commit 16 hours per week, specifically Monday - Thursday from 5 - 9 pm starting October 6, 2009 through October 29, 2009.
- Complete initial training on October 1, 2009 at 3:30pm.
- Currently enrolled in a minimum of 6 credit hours at Kansas State University

Application Requirements

To apply, submit the following items to the reception desk at Career & Employment Services (100 Holtz Hall), by September 16, 2009.

- Complete the "Career & Employment Services Post-Graduate Caller Application".
- Class schedule.
- List of other commitments (clubs, class assignments, etc) that might conflict with the scheduled work hours.

Kansas State University is an Equal Opportunity Employer. K-State's Career & Employment Services actively seeks diversity among its employees.

Career & Employment Services Post- Graduate Caller Application

Contact Information

Name _____
First Last

Local Address

Permanent Address

City _____ St _____ Zip _____

Phone _____

Email _____

Major _____ GPA _____ Anticipated Graduation Date _____

Academic Standing (circle one): Fr So Jr Sr

Number of Hours Enrolled for semester _____

References

At least two references should be professional (ie: faculty, advisor) or current/previous supervisor.

Name	Telephone Number
_____	_____
_____	_____
_____	_____

Self-Assessment/Skills

Please circle one number per skill.

Skills	High (5)	4	Avg (3)	2	Low (1)
Communication Skills	5	4	3	2	1
Customer Service Skills	5	4	3	2	1
Time Management Skills	5	4	3	2	1
Additional: _____	5	4	3	2	1

Employment History

Dates

Employer/Duties

_____	_____
_____	_____
_____	_____

Attributes

Please cite an experience where you were able to demonstrate the following (be thoughtful and specific):

Quality Customer Service:

Efficient Time Management:

Working Independently:

Briefly state your interest in serving as a Career & Employment Services post-graduate caller.

Please list your three (3) key strengths for this position.

Notice of Non-Discrimination

Kansas State University is committed to a policy of non-discrimination on the basis of race, sex, national origin, disability, religion, age, sexual orientation, or other non-merit reason, in admissions, educational programs or activities, and employment (including employment of disabled veterans and veterans of the Vietnam Era), all as required by applicable laws and regulations. Responsibility for coordination of compliance efforts and receipt of inquiries, including those concerning Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, has been delegated to, Clyde Howard, Director of Affirmative Action, Kansas State University, 214 Anderson Hall, Manhattan, KS 66506-0124 (785-532-6220).