Work Study Position with SBS Career and Professional Development

Type of Position: SBS Career and Professional Development: Assistant for “Handshake”--a Job and Internship Search Platform

- **Work Study:** You must be eligible for Federal Work Study funding in order to qualify for this job. Those with Work Study eligibility should be available for 7-10 hours of work a week.

**Description:**
As a Work Study student, you will have regularly scheduled hours in the SBS Advising Resource Center (ARC) in Thompson 128. During the office hours, you will be assigned a variety of tasks related to the launch and successful integration of the new Job and Internship Platform called “Handshake”. This will include supporting the work of the SBS Career and Professional Development staff as they continue to develop Handshake based on student and employer use. It will also include being a drop-in resource for your SBS peers to answer questions related to Handshake and Job and Internship searches. You may also have the opportunity to facilitate or co-facilitate “Handshake How-to” workshops and training sessions that RSO’s and academic groups connected to SBS request. Additionally, you will assist the Career and Professional Development staff with ongoing tasks such as maintaining job and internship postings in Handshake, approving employers and jobs, and updating the Handshake events calendar. Work Study students will also assist with special events and perform other duties as needed.

**Main Duties:**
- Deliver information in a positive manner to walk-in students seeking assistance with Handshake. Assist them in navigating the system to help them find internships and jobs, events and resources. This may include walk-in hours or scheduled appointments.
- Develop and maintain an active marketing and social media strategy for the launch and integration of Handshake to the SBS community.
- Assist staff in updating job and internship postings and employer approvals in Handshake.
- Present or assist with presentations or workshops that center around Handshake and Job and Internship search tools.
- Perform other duties as assigned; data entry, tracking of walk-in statistics etc...

**Eligibility Requirements:**
- Must be a current UMass undergraduate majoring in one of the SBS majors: Anthropology, Communication, Economics, Journalism, Landscape Architecture, Legal Studies, Political Science, Resource Economics, Social Thought and Political Economy, Sociology, Sustainable Community Development.
- You must be eligible for Federal Work Study funding in order to qualify for this job.
- Rising sophomore or junior undergraduates preferred; rising seniors and first year students may also be considered.
- Commitment for the entire academic year when school is in session from September-May.
- Available to work 7-10 hours a week. Must have some availability during business hours of 10:00am-5:00pm Monday-Friday, as well as some evening and weekend hours as needed.
**Required Qualifications:**

- Willingness and ability to work supportively and effectively with people from a variety of backgrounds and identities, which includes but is not limited to: race, ethnicity, nationality, disability, sex, gender identity & expression, religion, sexual orientation and age.
- Strong communication skills, ability to be supportive and non-judgmental.
- Enthusiasm and motivation surrounding career topics and ease using new technology.
- Ability to represent SBS Career and Professional Development in an approachable and informative way.
- Able to work with minimal supervision and be flexible with your schedule.
- Strong verbal and written communication skills.
- Excellent customer service skills.

**Preferred Qualifications:**

- Previous experience with Handshake a plus.
- Previous internship experience a plus.
- Previous mentoring, coaching, one-on-one tutoring or counseling/advising experience also a plus.

**To Apply:**
Submit your resume and cover letter detailing how your previous experience and or transferable skills have prepared you for this position. Email your cover letter and resume directly to Rebecca Bell, Assistant Director for Career and Professional Development rbell@umass.edu. Any questions please feel free to contact Rebecca directly via email or phone 413-545-6268.

**Application Due Date:**
Applications due by September 12th 2017.