MPA Career Services Student Staff Position Description

Responsibilities

**\*** *Responsibilities with asterisk are reserved for student staff with MPA recruiting experience.*

* Collaborate with MPA Career Services and other MPA Program staff to:
	+ Develop new career materials
	+ Plan and manage events
	+ Complete special projects
	+ Lead small-scale workshops**\***
	+ *Attendance at some evening events is required*
* Participate in the career portion of ACC 151 by doing the following:
	+ Review MPA resumes on Canvas
	+ Develop and present material relevant to recruiting and professionalism
	+ Participate on student panels to share recruiting experience**\***
* Hold regular walk-in hours with MPA students to:**\***
	+ Critique resumes and cover letters
	+ Conduct and/or provide feedback on mock interviews
	+ Provide guidance on navigating the On-Campus Recruiting (OCR) system effectively
	+ Recommend appropriate career research materials and tools
* Assist with creating flyers, posters, videos, PowerPoint slides and other marketing tools to inform and encourage student participation in MPA Career Services activities
* Use technology to help track event logistics, build and maintain contact lists, collect and analyze data, and document processes following office standards for maintaining data integrity
* Research and implement effective methods to market and deliver services to students
* Provide a student perspective to continuously enhance the student recruiting experience
* Engage in student staff training sessions
* Other duties as assigned

Required Qualifications

* Exhibits exceptional professionalism, including attire and conduct
* Pursuing an MPA degree and in good standing with the program
* Able to work at least 10 hours per week
* Available to work throughout the summer and for a minimum commitment of two semesters
* Demonstrates desire to help other students
* Possesses good time management skills and a strong work ethic
* Demonstrates strong verbal and written communication skills
* Proficient in Microsoft Word, PowerPoint, and Excel
* Able to work effectively on a team with minimal supervision
* Demonstrates initiative, flexibility, creativity and a desire to learn
* Receptive to feedback

Preferred Qualifications

*Applicants who meet the criteria listed above but not those below will still be considered.*

* Experience with MPA recruiting
* Experience with mentoring and/or advising
* Proficient in Adobe InDesign and Photoshop and able to learn computer-related tasks quickly

Benefits

* Learn important job search and career development skills while helping others.
* Develop and enhance transferable professional skills in working with teams, process improvement, event planning, public speaking, marketing, advising, leadership, and technical applications.
* Become an expert in the resources offered through the MPA program.
* Gain in-depth knowledge of the recruiting process.
* Interact occasionally with company professionals and recruiters.

Pay

Pay is dependent upon qualifications and experience. Opportunities to advance to senior student staff exist.

Questions?

Contact Michelle Polkinghorn at michelle.polkinghorn@mccombs.utexas.edu.