

**McCombs School of Business – BBA Career Services**  
**Student Technician (Fall 2016 - Spring 2017)**

**Job Description**

Purpose/Function: To provide advanced skills to the front desk operations of the BBA Career Services office, which includes assistance with career resources and answering questions from the general public (both prospective and current students/employers) and serving in a leadership role to other student workers.

- Direct student and employer issues to the appropriate staff person, help students resolve recruiting system issues, such as those with OCR. Answer questions over the phone and from visitors.
- Assist in supervising and training new student workers on daily operations of front desk and determining work priorities to assist the BBA Career Services staff.
- Assist BBA students in improving their resumes and cover letters following the McCombs Resume Writing and Job Search Correspondence guides.
- Assist office with various special projects including emailing students that are interviewing, company research information, event registration, resume books and resume audits of all BBA students.
- Send out strategic emails to students about new job postings.
- Direct employers to appropriate Recruitment Account Manager and job boards for various opportunities for internships and full time jobs.
- Maintain confidential records; email students to report full-time and internship offers online.
- Receive and distribute mail. Type letters, reports, forms, and other materials from notes or rough drafts. Compose routine correspondence to employers and students.
- Perform detailed analysis of interviewing data and create summary statistics using spreadsheets and slides.
- Record student interview evaluation and employer summit evaluation in reference files.

**Preferred Qualifications**

- Knowledge of MS Office: Word, PowerPoint, Excel, Publisher
- Strong attention to detail and customer service experience preferred
- Ability to analyze and research information and work with confidential information
- Must be currently enrolled as a Graduate Student at The University of Texas at Austin

**Requirements**

- Available to work 12- 15 hours/week – paid hourly (\$12/hour)
- Must be enrolled as a full-time graduate student taking 9 hours during the Fall 2016 and Spring 2017 semesters. If enrolled in the MPA program must be graduating May 2017.
- Must be able to work both Fall 2016 and Spring 2017 semesters. There is also an opportunity to work to begin working Summer 2016 if the candidate will be living in Austin.

**To Apply**

Please send the following items to [morgan.medina@mcombs.utexas.edu](mailto:morgan.medina@mcombs.utexas.edu):

1. Resume
2. Letter of Interest/Cover Letter

If you have any questions please contact Morgan Medina at [morgan.medina@mcombs.utexas.edu](mailto:morgan.medina@mcombs.utexas.edu).