

McCombs School of Business – BBA Career Services
Student Technician: Fall 2019 - Spring 2020

Please apply as soon as possible. Applicants are being reviewed on a rolling basis.

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.

- 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 student and employer issues to the appropriate staff member, help students resolve recruiting system issues, such as those with RecruitMcCombs. 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.
- Direct employers to appropriate Recruitment Services staff 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.

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 10-15 hours/week – paid hourly (\$12/hour)
- If enrolled in the MPA program must be graduating May or August 2020.
- Must be able to work both Fall 2019 and Spring 2020 semesters.

To Apply

Please send a resume and cover letter to bbacareerservices@mcombs.utexas.edu. Applications are being reviewed on a rolling basis. If you have any questions please contact Morgan Medina at morgan.medina@mcombs.utexas.edu.