The LSU Olinde Career Center is seeking a self-motivated, organized, customer service oriented and dependable student employee to serve as a go-to, front-line member of our team.

Job Duties:

- Greet visitors and assist with their needs, providing a high-level of customer service
- Answer incoming calls to the LSU Olinde Career Center, scheduling appointments and directing calls as needed
- Restock Workforce Development Center resources and manage library checkout process,
- Oversee career assessment sign-ups and conduct weekly audit to ensure accuracy
- Provide assistance in career center Handshake system through managing appointments, entering in classroom & evening presentations, pulling interview information for companies participating in On-Campus Interviewing program, assisting students/community members with utilizing their Handshake accounts
- Serve as the student worker lead for the front desk/Workforce Development Center and assist in managing day-to-day operations.

This job will provide experiences that allow for development of the following competencies: critical thinking/problem solving, oral/written communication, teamwork/collaboration, digital technology, leadership, professionalism/work ethic, career management and global/intercultural fluency.

Page 2 shows an example of how this job looked, once posted in Handshake:
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This position is for up to 20 hours a week during normal business house M-F 8:00am-4:30pm. Successful applicant must be available over the summer and into the Fall 2019 semester to work as a student employee.

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DURATION
Permanent

CONTACTS
Jessica Glasgow

JOB FUNCTIONS
Administration, Customer/Technical Support

JOB ROLES
Receptionists and Information Clerks

LOUISIANA STATE UNIVERSITY - DIVISION OF STUDENT AFFAIRS
Louisiana State University - Division of Student Affairs