



**Career Services
RSAP Position**

Reporting to: Sandi George Tracy, Director, Career Services

Responsibilities: Organize a Career Services table for the SAC Fair (with the CAT interns)

Coordinate the Test Drive program (fall and spring semesters)

- Work with Kaplan to establish test dates, reporting, etc.
- Coordinate all logistical arrangements
- Work with student chapter of Habitat for Humanity (fall) and Tex Mex (spring) to secure proctors and arrange for fundraising
- Coordinate marketing and p.r.
- Manage student sign-up
- Oversee program on the day of the event
- Complete a report to be included in Career Services Annual Report

Maintain Career Services web page

- Update student section of web page
- Review numerous requests from vendors and web sites for links from Career Services web page
- Serve as primary liaison with Honor Roll (an active web link provider)

Assist/coordinate programs as needed

- Contact speakers and confirm participation
- Send confirmation letters and thank you letters
- Assist in logistical arrangements
- In 2006 – 2007, work with English department to coordinate Careers in English day; in the spring, tentatively, work with IS department

Serve as student staff for major career programs including:

- Graduate School Expo (September)
- Career Fair Expo (February)
- Employer Luncheon (May)

Serve as an extension of the Career Services staff

- Attend/assist with Senior Registration
- Attend/assist with Internship Orientation
- Assist, as requested, with info tables
- Assist, as requested, with Admissions programs

Develop a tool or resource to benefit students at Rhodes College

* Example: Words from Alumni