

Rhodes Student Associate Program – Job Description Career Services

The Student Associates (Career Advising Team –CAT Interns) will gain practical experience in areas related to their own career goals, such as peer advising, presentation skills, special events planning, and marketing. The two student associates will benefit from the CAT program through in depth training and instruction in job search strategies, interviewing, and advanced resume and cover letter writing strategies; networking opportunities with employers and alumni; access to all resources of Career Services, including career counseling, self-assessment tools, computer software, and internet programs; development of peer mentoring and presentation skills; and an opportunity to apply creative abilities to a dynamic working environment. The RSAPs will meet weekly with Amy Oakes to discuss programs, progress and questions.

Specific responsibilities of each Student Associate include, but are not limited to:

- Coordinate at least 3 panel discussions for the “Careers In” series
- Create Satellite (Career Advising) hours for help with resumes, internships, etc.
- Conduct outreach workshops to clubs, Greek organizations, residence halls, etc.
- Host Employer lunches, greeting and information sessions
- Develop brochures, flyers, and additional resources
- Help make phone calls to employers for major events
- Assist with student questions
- Create a workshop/program with the guidance and assistance of the Career Services staff
- Help Students in the Career Library
- Update or Create “What Can I Do...” handouts or other office handouts
- Market Career Services to employers, students, and faculty
- Work with the Sou’wester to create articles and/or advertisements
- Write articles for the Career Appeal
- Assist in the organization of Career Fairs and other events
- Serve as a student panelist at campus events