



School of
Business and
Economics

Career Center

SBE Career Center Internship: Student Assistant

The Student Assistant works with the Career Center Director to execute the programs of the Center by planning and hosting events, serving as editor of the CC newsletter, contacting employers by phone and email, maintaining databases, and assisting on other activity as it arises.

The opportunity begins immediately; the ideal candidate will serve for two semesters in this position (only one semester will count towards an internship, however).

Duties

- Serve as CC Newsletter editor
- Plan and coordinate CC events on-campus (contract with Conferences, Events, and Catering and other departments for a variety of services)
- Market and promote events
- Design and update bulletin boards
- Maintain databases
- Perform receptionist duties in the CC Lounge
- Act as a CC representative to the employment community, faculty, and students

Job Requirements

- Excellent writing skills
- Professional phone skills
- Orientation to detail
- Microsoft efficient →Excel, Word, PowerPoint
- Ability to multi-task and work independently
- Some schedule flexibility

Compensation

\$10/hour

Hours

10 hours/week. Depending on the candidate's availability and interest, additional duties in marketing or other business support may also be available in the SBE office.

Application Process

Please email a resume and writing sample to Sarah Dove at sarah.dove@sonoma.edu, or deliver in hard copy to STEV 2021.

Deadline: September 9, 2009