

## **SBE CAP Student Assistant**

The Center for Advising and Placement (CAP) is a one stop, full service center for career advice and guidance in the School of Business and Economics. CAP is committed to enhancing the employability of SBE students and the brand name of SSU so that our students secure rewarding jobs upon graduation.

The CAP Student Assistant works with the CAP Coordinator to execute the activity of the Center by planning and hosting events, serving as editor of the CAP News, contacting employers, and keeping records up to date.

The position begins upon the beginning of Fall '09 semester and continues for the length of the semester.

### **Duties include**

- Coordinate CAP events on-campus with the SBE and SSU Events and Catering Department.
- Market and promote events within the SBE and the entire campus
- Update internship website and excel worksheets
- Design, post, and update bulletin boards
- Interact with employers on the telephone
- Edit CAP News
- Network with community, faculty, and students

### **Job Requirements**

- Must have flexible hours
- Detail-oriented
- Innovative
- Microsoft efficient →Excel, Word, Power Point
- Multi-tasking ability
- Excellent writing skills
- Professional phone skills

### **How to apply**

Please submit a cover letter and resume by Monday, May 4 to CAP Coordinator Sarah Dove at [sarah.dove@sonoma.edu](mailto:sarah.dove@sonoma.edu), or drop off in hard copy to CAP in Stevenson 2014.

Interviews will be scheduled for the week of May 11, 2009.