CAREER CENTER
TUFTS UNIVERSITY
CAREER FELLOW JOB DESCRIPTION

PROGRAM PURPOSE:
Career Fellows will . . .
• Assist with providing career development services.
• Help students become more confident about career-related topics through responsive delivery of information and services.
• Assist with planning and executing successful events and marketing campaigns.
• Increase awareness of and participation in the programs and services offered by the Career Center.

RESPONSIBILITIES:
Career Fellows will . . .
• Lead workshops such as resume writing and internship search strategies
• Conduct one-on-one resume critiques as well as discuss the internship search process and online resources
• Teach students how to navigate online resources including Jumbo Jobs, major and career exploration resources, and internship and job search resources.
• Contribute to campus outreach through marketing events and services via classroom presentations and information tables.
• Help develop new marketing strategies and creative ways to promote Career Center.
• Co-present career workshops to classes, student organizations, and other clubs/groups on campus, and in residence halls.
• Other related duties as assigned including special events and workshops.

QUALIFICATIONS:
• Rising Tufts Sophomore, Junior, or Senior
• Must be in good standing with the university and have a 3.0 GPA minimum
• Be available to work 4-5 hours/week including some evening and weekend hours on the Medford campus for a full academic year
• Possess excellent written and oral communication skills, strong presentation abilities, great customer service skills, and excellent attention to detail
• Be able to work well with a team
• Have the ability to take initiative and exhibit a high level of reliability
• Be knowledgeable of student organizations and campus resources
• Past experience with or interest in Career Center resources and services a plus
• Creativity and enthusiasm!

TRAINING, PAY, AND SUPERVISION
• Fellows must be able to attend a mandatory 1/2 day paid orientation prior to the end of spring semester (Scheduled for week of April 25th) and prior to the start of the fall semester
• Attend and participate in 1-1 meetings with supervisor and 1-hour team meetings every two weeks
• Career Fellows are paid an hourly wage
• Career Fellows will be supervised by Shannon Seaver, Assistant Director
BENEFITS OF PARTICIPATION

- Evaluate your own career development and explore new options through extensive exposure to career resources, programs, and workshops.
- Develop insight and vision regarding personal career preparation.
- Gain experience in a professional office setting.
- Improve writing, editing, and presentation skills.
- Network and collaborate with staff, faculty and other professionals.
- Build communication and interpersonal skills.
- Increase leadership and confidence.
- Strengthen and develop your interpersonal, public speaking, programming, marketing, and career advising skills.
- Work in an office environment where you are truly part of the team, and where your opinions and suggestions are respected.

DEADLINE TO APPLY: FRIDAY, APRIL 8, 2016, 4:00PM

YOU MAY EMAIL THIS APPLICATION WITH A RESUME TO SHANNON.SEAVER@TUFTS.EDU, OR DROP-OFF AT THE CAREER CENTER, DOWLING HALL-SUITE 740, 419 BOSTON AVE.
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CAREER CENTER, DOWLING HALL-SUITE 740, 419 BOSTON AVE.
ATTENTION: SHANNON SEAVER, ASSISTANT DIRECTOR, CAREER CENTER

NAME: _______________________________ CLASS YEAR: ______________________________

MAJOR/MINOR/PROGRAM: ______________________________

CURRENT PHONE: _______________________________ EMAIL ADDRESS: _____________________________

SUMMER CONTACT INFORMATION

PHONE: _______________________________ EMAIL ADDRESS: _____________________________

ADDRESS: ____________________________________________________________________________

FALL CONTACT INFORMATION

PHONE: _______________________________ EMAIL ADDRESS: _____________________________

ADDRESS: ____________________________________________________________________________

PLEASE ANSWER THE FOLLOWING QUESTIONS ON SEPARATE PAPER, TYPED, APPROXIMATELY ONE SHORT
PARAGRAPH EACH.

1. PLEASE DESCRIBE WHY YOU ARE INTERESTED IN THIS POSITION?

2. WHAT SKILLS, ABILITIES AND EXPERIENCES WOULD YOU CONTRIBUTE TO THE CAREER CENTER?

3. WHAT DO YOU HOPE TO GAIN FROM PARTICIPATING AS A CAREER FELLOW?

4. HAVE YOU EVER VISITED THE CAREER CENTER OR PARTICIPATED IN A PROGRAM OR WORKSHOP SPONSORED
BY THE CENTER? IF SO, PLEASE DESCRIBE YOUR EXPERIENCE.

5. IF YOU COULD HAVE ANY JOB IN THE WORLD, WHAT WOULD IT BE? WHY?

6. HOW WOULD YOU MARKET THE CAREER CENTER TO STUDENTS, ESPECIALLY SOPHOMORES AND FIRST
YEARS?
Please mark the times when you are AVAILABLE for an interview

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Important information

☐ Please attach your resume to this application along with your typed answers to the six questions.

☐ Applications MUST be submitted Friday, April 8th. For those who wish to deliver in person, please submit application to the Career Center located in Dowling Hall, Suite 740 by 4PM on Friday, April 8th ~ OR you may email your application to: SHANNON.SEAVER@TUFTS.EDU

Thank you for your interest!