Department: Career Services

Position: Career Services Student Assistant

Hours: Approx. 5-12hrs per week (will vary depending on time of year and student schedule)

Job Description:

- Create content for Career Services events (i.e. flyers, teams channel announcements)
- Support the Career Advisor during events such as Open Studio, networking sessions, workshops, firm tours, and more
- Assist with alumni employment tracking/reporting
- Assist with outreach to employers/industry/professional organizations
- Research relevant jobs and career development events for students/alumni
- Help disseminate internship program information
- Identify workshop/event topics
- Update Career Services databases

Desired Skills

- Knowledge of Canva, InDesign, or photoshop
- Strong communication skills
- An understanding of diversity, equity, and inclusion principles
- Experience working with data/excel sheets/survey's is a plus

Learning Outcomes/objectives:

- Opportunities to interact with community and industry partners
- Understand the ins and outs of the architecture job market and hiring industry
- Learn about event planning and organization
- Support your peers

Pay rate is $16.78 per hour

To apply please email the Career Services Advisor, Danielle Jaquez at danielle_jaquez@sciarc.edu

- Use the subject line "Career Services Student Assistant Job Inquiry"
- Include a resume