



Job Title:	Career Peer Media Advisor	Major:	Open
Department:	Career Development Center	Location:	Bocen Career Development Center
Hourly Rate:		Available Hours:	10 per week
Supervisor Contact:	Ms. Theresa Elliott 352-638-9821	Length of Position:	One Semester

Applications Accepted By:

<https://www.beaconcollege.edu/beacon-college-on-campus-employment/>

Beacon College On-Campus Employment

Qualified candidates will be contacted for an interview.
If you have any questions, please contact the Career Center
Email: careercenter@beaconcollege.edu
Phone: 352-638-9808

Job Description

ROLE AND RESPONSIBILITIES

As a part of the Career Readiness team, your duties may include:

- Front desk greetings, assisting students signing in, and scheduling appointments
- Manage and maintain social media platforms including: Facebook, Twitter, Instagram, Snapchat, Tik Tok, LinkedIn, and YouTube
- Development and implement marketing material for Career Development Center events and programs
- Create concentration specific internship/career emails monthly using Navigator
- Work collaboratively in a team environment
- Strong interpersonal communication skills
- Exhibit professionalism in a customer service oriented environment
- Take responsibility and initiative to independently complete tasks and projects
- Possess organizational skills and attention to detail
- Effective time management and flexibility in a changing environment
- Commit to furthering the advancement of Career Development Center at the Beacon College
- Serve as a student leader within the Beacon College Career Development Center

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- APPLICANTS MUST HAVE A 3.0 GPA
- APPLICANTS MUST BE A STUDENT OF BUSINESS, HUMANITIES OR HUMAN SERVICES MAJORS
- ALL CONCENTRATIONS ARE WELCOME TO APPLY
- APPLICANTS MUST BE AN INCOMING JUNIOR OR SENIOR



Company Name

- COMMIT TO WORKING APPROXIMATELY 10 HOURS/WEEK

THE IDEAL CANDIDATE WILL HAVE THE FOLLOWING SKILLS

- Self-Motivated
- Encouraging
- Organized
- Professional
- Past or upcoming internship experience and campus involvement

Supervisor:	Name		
Last Updated By:	Name	Date/Time:	Date/Time