Start your CAREER with us!

The Career Center is now hiring CAREER ASSISTANTS for Fall 2020!

As a student Career Assistant, you will provide direct service to students and alumni at the Career Center. We are seeking students with strong interpersonal skills and communication skills to join our team. Much of the work at the front desk will involve greeting and assisting visitors to the Career Center, answering the phone, responding to emails and instant messages, and scheduling counseling appointments. Some clerical work, including data entry and word processing, will be required.

Special projects include:
- Assisting with employer relations by providing support for CareerLink, on-campus recruiting, and job fairs
- Designing flyers, handouts and bulletin boards
- Organizing career information materials in the career library
- Researching career information using the Internet
- Other projects as assigned

To apply:
- Fill out the application form
- Email the application form, cover letter and resume to Janice Madore: madore@maine.edu. Please attach the application form, cover letter and resume as Word documents.
- Questions? Contact the Career Center at 207.581.1359 or umainecareercenter@maine.edu

Applicants must have work-study eligibility.