

Start your CAREER with us!

The Career Center is now hiring CAREER ASSISTANTS for Spring 2022!

As a student Career Assistant, you will provide direct service to students and alumni at the front desk or in the career library of 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:

- Delivering outreach in the Memorial Union, the Rec Center, residence halls and other venues
- 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

How To Apply:

- Stop by the Career Center on the 3rd floor of the Union to pick up an application or you may download the application at umaine.edu/career.

**The application should be returned to the Career Center as soon as possible
or email to Janice Madore, madore@maine.edu**

For more information, please contact the Career Center at 581-1359!

Applicants must have work-study eligibility.