**Watson Career and Alumni Connections** provide lifelong career opportunities to our students by engaging alumni and industry partners in various networking and career focused programs. It is our goal to connect alumni and industry with students to provide employment opportunities, professional skills and research experiences. We offer these services to Watson School students to enable them to flourish in their chosen career path.

Student Assistants report to the Staff Assistant of Watson Career and Alumni Connections, Daniel Cain. The Student Assistant will provide support for all Watson Career and Alumni Connections program activities. The Student Assistant can expect to work 10-20 hours per week, along with the occasional nights and weekends for Watson events and walk-in hours.

**Responsibilities include:**

- Assist with planning, organizing and executing program activities including special events, projects, seminars and classes
- Use PowerPoint to prepare and conduct presentations for career service and alumni programming
- Use Excel to compile information, statistics, perform calculations, and logging records
- Conduct student meetings for resume, cover letter, interviewing and career advice and guidance in a professional manner
- Manage resources for students, including collecting information to assist with maintaining the program website
- Gather information/research for statistical data of current progress as a department and compile into figures and reports
- Manage department email and the scheduling of student and other meetings
- Actively contribute to evolving program goals using the student perspective
- Utilize campus tools such as hireBING, B-Engaged, Omni-Update

**Requirements:**

- Must possess strong oral/written communication skills and technological expertise in business management tools including spreadsheets, word processing, presentation tools & databases, and be comfortable with editing/updating web-based information and managing social media
- Must be very personable with demonstrated strengths in working well with a diverse group of individuals including faculty, staff, industry partners, alumni, students and visitors
- Must be able to multi-task and change direction as program needs require
- Must be highly self-motivated, detail-oriented, and organized

**Benefits:**

- Paid position (Federal work study not needed)
- Builds resume, professional network, peer communication, and presentation skills
- Help further the mission of Career and Alumni Connections and the Watson School
- Work closely with professors, alumni, and industry professionals
Timeline

Thank you for your interest in applying to the Watson Career and Alumni Connections office as a Student Staff Assistant. Applications (including a resume and cover letter) will be accepted immediately through April 11th.

Our staff will be reviewing applications as they arrive. All candidates will be contacted between April 11th and 13th for an interview/update on the process. If you have any questions please contact Daniel Cain: D Cain@Binghamton.edu.