

Career Services

Henry Ford College Career Services Office

Position Type: On Campus Work Study

Description:

Duties/Responsibilities:

- Answer phone and greet visitors
- Explain procedures to apply for jobs through Job Placement or Work Study
- Assist students in lab with resumes, cover letters, and job applications as needed
- Monitor office e-mail and answer student e-mails as appropriate
- Prepare and send mass mailings and e-mails to students and employers
- Schedule appointments for the Career Services Officer
- Update and maintain office calendar and shared drive
- Update and modify various pages of job posting board both in print and electronically
- Create fliers and signs for office events and distribute to appropriate locations on campus
- Prepare monthly and annual reports
- Other Duties as assigned
- Maintain clean and professional office environment

Desired Qualifications:

- Must be proficient in MS Word, Excel, and PowerPoint.
- Previous office work experience a plus.

Required Qualifications:

- Must be able to work specific hours during the week.
- Please be as detailed as possible in filling out work availability on application.

Posting Date: August 15, 2022

Expiration Date: October 15, 2022

Duration: Fall

Approximate Hours Per Week: 15

Salary Level: \$9.87

Industry: Education

Website: <http://careers.hfcc.edu>

Contact: HFC Career Services
5101 Evergreen Road Dearborn, Michigan 48128
United States

Resume Receipt: E-mail, Accumulate Online

Default email for resumes.: kwalsh2@hfcc.edu

Additional Documents: Other Documents

ID: 25936