



Washington University in St. Louis

BROWN SCHOOL

ADVANCING SOCIAL WORK, PUBLIC HEALTH & SOCIAL POLICY

Career Services Office Assistant, Position Description

This Office Assistant will be responsible for supporting administrative duties in the Office of Career Services. The Office Assistant helps with the maintenance and functioning of the Symplicity database for Brown school students and interested employers. The OA posts employment opportunities for employers on the Symplicity database to be accessible to Brown school students, and routinely updates Employer profiles and contact information, as needed. In addition, the OA will monitor the Career Services email as the primary point of contact for internal and external communities. Occasional special projects may be assigned.

Staff Sponsorship

Joshua Walehwa, PhD

Skills and Qualifications

The student should be able to navigate Microsoft Office Suite, take initiative to identify new programming opportunities, strong communication skills (written/verbal), ability to learn office's customer relations management system (Symplicity), create marketing (using Canva), and other duties as assigned.

Primary Responsibilities

- Providing coverage of Career Services reception desk, superior customer service skills required (When on-campus), and work remotely otherwise
- Assisting Administrative Assistant in managing the Symplicity database
- Assign, correct, and create employer profiles
- Post positions as received from Employer, staff, and faculty
- Initiating contact with Employers to gather information regarding job postings and positions
- Following up with employer contacts before/after Career Services event(s) to gather updates
- Approving Advising & follow-up appointments
- Assisting Career Services staff with events/workshops/job fairs

Compensation & Benefits

\$15.00/hour, 10-15 hours/week

Application Process

Students should submit a resume and a 100-250 letter of application to jwalehwa@wustl.edu.

Application Timeline: Applications will be accepted on a rolling basis.