

Employer Relations

Employer Relations Communications GA 25% (10 hours per week)

The Employer Relations Office at the School of Information Sciences provides support to employers in building their brand and meeting their talent pipeline needs as well as support to students in identifying and applying for experiential learning and career opportunities. The student in this position will act as an ambassador of the iSchool to students, employers, alumni, and friends. As such, they should demonstrate a high level of professionalism and have excellent written and verbal communication skills. This position involves several key responsibilities. Students may:

- Use Campus WebTools, Excel, and HTML to create the on-campus and online versions of the Career Opportunities Newsletter, released twice per month
- Assist in organizing and implementing events including employer visits, career fairs, and field trips, including employer communications
- Use Handshake to manage employer and alumni accounts and events
- Assist employers in registering Handshake accounts and posting jobs
- Research & Writing: use online search tools to identify potential mentors, employers, and contact information; analyze information and write reports
- Update Excel and Google Doc spreadsheets
- Create and manage sign-up and evaluation forms
- Assist the Employer Relations Coordinator in event planning and implementation for presentations
- Assist in the creation of promotional and instructional materials

Conduct research on information for use in promotional materials
Assist in maintaining database information

Qualifications

The applicant should have excellent organizational, communication, and teamwork skills. Ability to take initiative and coordinate logistics. Availability for some evening, lunch-time and weekend hours. Ability to work well with others and meet tight deadlines is important. Experience with WebTools or HTML/CSS, Excel, Google spreadsheets is required. Attention to detail is essential, as is the ability to work in a fast-paced environment. Ability to maintain confidential, sensitive, and private data is required.

To apply, please send an email expressing interest with cover letter, resume, a brief (one-half to one page) writing sample, and two references (faculty or employers). Please use the subject line "ER Communications GA (Your Name)". Applications will be accepted until the position is filled.

Employer Relations

Employer Relations Research and Reports GA 25% (10 hours per week)

The Employer Relations Office at the School of Information Sciences provides support to employers in building their brand and meeting their talent pipeline needs as well as support to students in identifying and applying for experiential learning and career opportunities. The student in this position will act as an ambassador of the iSchool to students, employers, alumni, and friends. As such, they should demonstrate a high level of professionalism and have excellent written and verbal communication skills. This position involves several key responsibilities. Students may:

- Assist with data-related and research projects.
- Assist with report writing, research, and forecasts
- Assist with events including showcases, career fairs, site visits, and more
- Research & Writing: use online search tools to identify potential mentors, employers, and contact information; analyze information and write reports
- Update Excel and/or Google Doc spreadsheets
- Create and manage sign-up and evaluation forms
- Assist the Employer Relations Coordinator in event planning and implementation for presentations
- Assist in the creation of promotional and instructional materials

Applicants should have great attention to detail, be able to meet tight deadlines, and be familiar with Excel. Tableau experience preferred but not required. Programming experience not necessary

Qualifications

The applicant should have excellent organizational, communication, and teamwork skills. Ability to take initiative and coordinate logistics. Availability for some evening, lunch-time and weekend hours. Ability to work well with others and meet tight deadlines is important. Experience with Excel, Google spreadsheets is required, facility with HTML/CSS preferred. Attention to detail is essential, as is the ability to work in a fast-paced environment. Ability to maintain confidential, sensitive, and private data is required.

To apply, please send an email expressing interest with cover letter, resume, a brief (one half to one page) writing sample, and two references (faculty or employers). Please use the subject line "ER Research and Reports GA (Your Last Name)" to Michele Plante at mplante@illinois.edu. Applications will be accepted until the position is filled.