Employer Relations Graduate Assistant
The Center for Cooperative Education and Career Development
Wentworth Institute of Technology

Overview of Department:
Wentworth delivers a hands-on, practical education that puts students on the path to a rewarding career. At the Center for Cooperative Education and Career Development (CO-OPS + CAREERS), we provide students with the opportunities they need to turn theory into practice and teach them how to find the co-ops and jobs that best serve their interests and skills.

We offer a range of programs, tools, and services for:
- Current students seeking cooperative education (co-op) experiences.
- Graduating students and alumni seeking career guidance.
- Co-op Employers (including parents and alumni) who wish to engage with Wentworth by providing co-ops and recruiting for full-time employees.

Students can use CO-OPS + CAREERS to finalize their resumes and cover letters, develop networking skills, find co-ops and jobs on WITworks and other sites, and meet employers at career fairs, Mock Interview Day, and through on-campus interviews. We also hold Co-op Institute, a seven-week seminar series that prepares students for their first co-op experience.

Job Responsibilities:
- Work with the External Relations Specialist to source employers for co-ops and jobs.
- Review all incoming co-ops and jobs.
- Assist employers to engage with students.
- Work on the events team to help plan networking events.

Qualifications:
- BA/BS or equivalent.
- Master’s degree candidate preferred.
- Willingness to learn about the employer relations function of a career services office.

Hours and Length:
- 20 hours per week; negotiable.
- Seeking immediate hire for 2018-19 academic year, possibility of full-year position.

Compensation: $11 per hour.

Location:
Wentworth Institute of Technology is located on Huntington Avenue in Boston, just down the street from Fenway Park. Wentworth is accessible by the Orange and Green (E) Lines, several bus routes, and any commuter rails that stop at Ruggles.

Apply Here: [https://jobs.wit.edu/postings/4047](https://jobs.wit.edu/postings/4047).