NIU Career Services is pleased to be hiring for the position of Career Services Intern (CSI) for the 2014-2015 academic year.

Join Career Services and develop your skills in these areas:

**Leadership, Teamwork, Customer Service, Professionalism, Technology/Social Media, Communication/Public Speaking, and Career Identity/Professional Branding**

Each CSI will serve in a **primary specialization area**, which will be selected based on the individual’s qualifications, interests, and areas for professional growth. Specialization areas include:

**Career Resource Center** – Critique résumés, assist students with Huskies Get Hired, plan and help execute departmental events, conduct career presentations, and market Career Services to the NIU community.

**Daily Operations** – Serve as the initial point of contact for Career Services’ clientele, schedule counseling appointments, interact directly with students and alumni, conduct data entry, and provide vital support for day-to-day operations and special events.

**Information Technology/Social Media** – Help develop and update the Career Services website, provide computer/audio-visual equipment for events, assist staff with technology difficulties, and create and implement social media content.

**Special Projects** – Plan and help execute departmental events, conduct marketing activities that contribute to Career Services’ success, write promotional emails for targeted audiences and events, develop liaison relationships with student organizations and campus offices, and present to student organizations.

Complete position descriptions are available on the Huskies Get Hired! system ([www.gethired.niu.edu](http://www.gethired.niu.edu)).

- This is a **paid position** with a starting salary of $8.30 per hour. Most CSIs work 10-15 hours per week. A minimum of 120 hours per semester is required.
- **All majors** are eligible.
- Must have a 2.0 GPA (3.0 or higher preferred) and have completed 30 academic credit hours by the end of the summer 2014 session.

To apply, submit a résumé, cover letter, and the names and contact information of two references through the Huskies Get Hired! system ([www.gethired.niu.edu](http://www.gethired.niu.edu)) by **Wednesday, April 2**.

For assistance with accessing your Huskies Get Hired account, stop by the Career Resource Center in Campus Life Building Room 235 between 8:30 and 4:00, M-F.