



Career Development Center

MBA Wage Payroll Position

Primary Responsibility:

- Conduct mock interviews with undergraduate students.

Secondary Responsibilities:

- Research job search sites and recruiting methods for various geographic areas.
- Research companies that have questionable recruiting practices or postings.
- Assist with event coordination.
- Call/e-mail companies from our mailing/relationship database to update our contact, internship, and recruiting information. Enter updated information into an Access database.
- Represent the Career Development Center, when needed, at information tables and other events to be determined.
- Promote CDC services through class presentations and other means.
- Assist the School of Business with open houses and other events if needed.
- Assist with the preparation, marketing, day-of, and post Career Fair events.
- Maintain confidentiality of CDC records and information.
- Attend Student Affairs weekly staff meetings, schedule permitting.
- Other duties as assigned/needed, which may include resume and cover letter reviews, and some clerical duties.

Training is provided for this position; the selected MBA student will serve as a paraprofessional.

Dress Code: Daily: business casual dress, and professional dress when having employer contact.

Hours: Approximately 20 hours/week usually between 8:00 a.m. and 5:00 p.m., Monday-Friday, but some evening and weekend hours may be needed. Position is for fall and spring semesters (contingent upon satisfactory performance), with the possibility of some training in late summer.

Candidates for this position must be admissible to the Penn State Behrend MBA program and the Graduate School of Penn State.

Applicants should submit a cover letter and resume to the Career Development Center at recruitbehrend@psu.edu.

- The cover letter should state why you are interested in the position, what you can offer, and what you believe you will gain.
- Applications will be accepted now until the position is filled.

Penn State is committed to affirmative action, equal opportunity and the diversity of its workforce.