

Career Liaisons

Position Description

Purpose

Career Liaisons provide professional development programs to all students of CASNR, as well as serve as advocates for CASNR Career Services. Opportunities include outreach programs on a variety of topics through partnerships with academic departments and student organizations focusing on career and student development. Career Liaisons will work with industry and government employers to serve as student partners.

Programming Responsibilities

Attendance

- Attend bi-weekly Career Liaison meetings

Office Hours

- Career Liaisons will be available for walk-in student application material review hours one day per week during each semester, ranging from the 2nd week of classes until pre-finals week.
 - Must be visible and available within the Student Success Center during all assigned office hours.
 - Reviews will consist of resume and/or cover letter consults with students.
- Facilitate professional development programs/presentations with 2 CASNR student organizations per semester.
 - Each Career Liaison will select their assigned student organizations at the beginning of each semester.
 - Career Liaisons will be trained in all aspects of professional development to provide the most relevant information to student organizations.

Required Events

- Student Organization Activities (Homecoming, CASNR Week, etc.)
- CASNR Roundup
- Career Fair Prep Nights
- CASNR Career & Internship Fair
- STEM Career Fair & All Majors Career Fair
- Host employer/organization Feature Nights
- Government Employment Events
- CASNR Internship Exchange
- CASNR Industry Perspectives
- CASNR Recent Alumni Panel
- Promote AFA programs, student opportunities, and actively engage with AFA programs through participation in either AFA Leaders Conference, an AFA Leader Institute, or both
- Any additional events appointed by coordinator