Employer: Gonzaga University, Career Center & GAMP  
Employer Outreach Internship  
Email: careercenter@gamp@gonzaga.edu  |  Tel: 509.313.4234

The Career Center & GAMP (Gonzaga Alumni Mentor Program) is here for the entire Gonzaga community; students, employers, alumni, parents, faculty, staff, and colleagues. We provide support to students and alumni, assisting with career development needs. The career Center & GAMP assists in the following ways:

• Learn about the job search process. Locate a job, internship, or volunteer service program
• Career planning, networking, applying, and interviewing.
• Explore careers related to majors, including graduate and professional school.
• Reflect on and articulate the market value of your academic pursuits and co-curricular activities (internships, clubs, teams, service, etc.).
• Connect with a GAMP mentor.
• Prepare your resume and cover letter.
• Use ZagTrax.net to get information about jobs, internships, networking and recruiting events, and mentors. Post your resume, cover letter, writing samples—build a secure portfolio.
• Be part of the Trek program.

GAMP’s Trek programs consist of corporate excursions, which allow students to view organizations from the inside-out, plus career fairs held exclusively for Gonzaga students, and networking socials with alumni and area professionals. These Treks are held in Seattle, Portland, San Francisco, Silicon Valley, New York and Spokane. For more information go to www.gonzaga.edu/careercenter.

Position Type: Internship

Title: Employer Outreach Internship

Contact/Supervisor: Meredith Aronson; aronson@gonzaga.edu  
Kerrie Miles; milesk@gonzaga.edu

Job Description: General Information: The Employer Outreach Intern will assist the Employer Outreach Team in building and maintaining relationships with key employer partners. This person will work closely with the Employer Outreach Team to follow up with referrals, often from Alumni & Regents, to build strong relationships with new employer partners through regular and professional communication regarding recruitment opportunities such as job postings, on campus recruiting, career fairs, etc. The Intern will also assist the Employer Outreach Team in researching and contacting new employers with the goal of establishing a relationship that could lead to both internship and full-time opportunities for Gonzaga University students and alumni. The Intern will play an integral role in the systematic tracking of Alumni & Regent referrals, correspondence with new employer partners, and resulting opportunities (job/internship postings, applicants, and hires).

Responsibilities include:

• Professionally communicating with employer partners, Alumni, and Regents via phone or email.
• Researching companies, leads, and opportunities on CareerShift, company websites, and other online resources for contact information.
• Assisting with gap analysis of opportunities by major and geographic region and researching target companies to fill the gaps.
• Establish working relationships with all Career Center & GAMP staff, work study students, and the Career Center Representatives.
• Meet weekly with a supervisor to discuss timelines and updates on current projects & events.
Additional Participation:

- Receive feedback and exit evaluation from your supervisor
- Give a presentation on your internship summarizing your achievements to the department & other constituents at the end of your internship
- Attend Employer Outreach Team and staff meetings as requested

Qualifications: Necessary Skills/Qualities

- Self-motivated with excellent communication skills
- Confident communicating with employers, Alumni, and Regents in a professional manner on the phone, via email, and in person
- Excellent online and computer skills with proficiency in Microsoft Office, especially Excel
- Able to work independently and with others
- Dependable, flexible, and able to maintain confidentiality
- Interested in researching hiring trends in target fields and regions
- Organized, detail-oriented, and able to keep track of multiple projects or tasks
- Highly relational and works well as a member of a team

The Ideal Candidate is:

- Reliable, mature, confident, and personable

Education:

The Career Center & GAMP Employer Outreach Internship is open to motivated Gonzaga students who can commit to at least one full semester, preferably a full academic year.

Supervision:

- Receive mentoring and regular feedback from supervisor(s)
- Participate in an exit evaluation where there is open exchange reviewing your experience and performance

Additional Information:

- **Hours**: Interns will work 12-15 hours weekly, or as dictated by academic requirements, in the Career Center & GAMP office. **Compensation**: This is a paid internship, $14.00 per hour

Physical Requirements:

- The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of the position. Must be able to sit for extended periods, but also have the ability to stand, stoop, kneel, bend, walk, carry, and reach while filing, picking up and delivering mail and performing other duties. Lifting is typically limited to no more than 25 pounds. Position includes extensive wrist and hand movements related to computer keyboard work. Must be mobile campus-wide for appropriate business needs.

Minimum Professional Expectations:

- Work collaboratively in a student- and service-centered environment
- Relate to and work with diverse groups of people
• Handle confidential matters appropriately
• Operate with a helpful, positive and professional attitude
• Work with efficiency, accuracy and attention to detail
• Develop productive relationships both internally and externally
• Demonstrate leadership and positive role-modeling during every contact
• Care for each person according to the GU mission statement

Application:

• Please apply through ZagTrax: www.zagtrax.net
• Submit the following documents with your application:
  • Résumé, cover letter, and 2 professional references