

Cougar Pathway Assistant (Job Description Template)

Position Information

Job ID: 66944

Job Type: On-campus, NON-College Work Study

Job Summary

Our team is looking for a Cougar Pathway Assistant to provide administrative support related to the University Career Services online platform, Cougar Pathway. This will be an in-person position with opportunity for some remote work, located in the Student Service Center at the University of Houston.

Responsibilities/Duties

- Provide administrative support for the Employer Development and Relations team through reviewing job postings and employer registrations within Cougar Pathway.
- Support the assessment and implementation of job promotion strategies.
- Research solutions and strategies for promoting jobs based off the results of the needs assessment.
- Attend UCS meetings and virtual events to provide support.

Qualifications

- Strong administrative skills and detail-oriented
- Excellent oral and written communication skills
- Ability to multitask well
- Strong technology skills or ability to learn technology quickly
- Graduate Student or upper-level student – preferred

Salary

- \$12.00/Hour

Hours

- 15- 20 hours/week, Monday through Friday, between 8:00 a.m. - 5:00 p.m.
- This position will run June 2021 to December 2021.

How to Apply

All applications must be submitted through Cougar Pathway.

Contact Information

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