

### **Career Peer Job Description:**

The Career Peer program's mission is to serve as a link between the Center for Career and Calling (CCC) and the student body for purposes of outreach and education. A Career Peer is a student employee who assists with the services within the Center for Career and Calling and with outreach activities, events, and programs. Career Peers are trained to develop the skills and expertise needed to assist their peers with their career-related needs and become a valuable member of the CCC team. This experiential learning integrates career knowledge and theory with practical application and skill development in a professional setting. All Career Peers will have general responsibilities as well as an individual area of focus. The transferable skills and competencies obtained from this position will benefit the student employee professionally and personally both now and in the future.

Career Peers must commit a minimum of 6 hours per week. All applicants must be available to work both fall and spring semesters and attend training during the week prior to classes starting in the fall.

### **Job Responsibilities:**

- Critique student résumés, cover letters, and other marketing materials online and in-person with set guidelines and expectations
- Provide front end administrative support and assist staff in daily office functions, including but not limited to managing email correspondence, phone calls, Handshake (CRM system & job board), etc.
- Conduct a brief orientation/intake with new students to the CCC before the student meets with a career advisor -- identifying and explaining the services and resources available
- Conduct research on career development related topics and industry trends
- Assist with a variety of projects and programming including on-campus recruiting and career fairs
- Perform student outreach and/or program presentations on career-related topics in residence halls, in Mocha Joe's, for student organizations, and in classrooms
- Handle social media responsibilities as assigned
- Weekly staff meetings

### **Qualities of a Career Peer:**

- Professional work ethic and appearance
- Teachable
- Excellent written and verbal communication skills, including editing skills
- Strong customer service skills
- Ability to meet deadlines and prioritize
- Approachable and friendly
- Helpful skills: ease of learning software programs, presentation skills, design skills (Publisher or Photoshop), organization

### **Benefits of being a Career Peer:**

- Gain a thorough understanding of career services available to AU students and alumni
- Access to hundreds of alumni and employer connections for networking
- Personal self-awareness (access to multiple personality and interest assessments as well as one-on-one mentoring), career mapping, and professional development
- Career readiness competencies for the future & strong likelihood of job placement after graduation
- Professional mentorship

### **Requirements to be a Career Peer:**

- Maintain a minimum GPA of 2.5
- Ability to maintain confidentiality in all aspects of job responsibilities
- Active involvement in campus community
- Enrollment in the LART 2900 course in the spring