Peer Career Assistants (PCA’s) are enthusiastic leaders who recognize the value of career services and want to support fellow students with their career related needs – including resume and cover letter reviews, help answering preliminary questions about major and career direction, job and internship search and interview preparation. The PCA’s also work as office assistants in the Center for Career and Calling, providing general administrative support to the staff.

**Purpose of PCA Program**

Students participating in the PCA program will...

- Increase awareness of and participation in CCC programs and services
- Assist with providing initial career development services
- Help students become less confused and more confident about career-related topics through responsive delivery of information and services
- Share the students’ perspective for and assist with planning and executing successful events and marketing campaigns
- Develop insight and vision regarding personal career preparation
- Gain experience in a professional office setting
- Improve writing, editing and presentation skills
- Network and collaborate with staff, faculty and other professionals
- Build communication and interpersonal skills
- Increase leadership skills and confidence

**Responsibilities**

Peer Career Assistants will be trained in the following areas:

- **Walk-in Career Advising** including...
  - Resume and cover letter writing
  - Major & career exploration and decision making
  - Job and internship search basics and use of *SPU Joblink*
  - Interview skills and mock interviews
  - Using CCC online resources

- **Front Office Reception**
  - Provide excellent customer service to all who call or visit the CCC front desk
  - Answer main phone line, transfer to appropriate staff when necessary
  - Schedule counseling appointments on Outlook calendars
  - Answer questions regarding CCC services
  - Share knowledge of CCC website - help people find resources and information
  - Correspond with students via email regarding appointment reminders/evaluations
• **Credential File Orders and JobLink Job Postings**
  - Process requests to open/send Credential Files via SPU JobLink
  - Process credit card payments through Virtual Merchant and record in EdLEDGE, our excel database
  - Update Credential Files by scanning new documents and letters of recommendation and uploading to online Credential File system as needed
  - Post jobs into SPU JobLink

• **General Administrative Support**
  - Assist with special events and workshops
  - Make photo copies for staff as needed
  - Other related duties as assigned

Additional **PCA** responsibilities will include:
• Attend and participate in CCC and OSL meetings and events as requested.
• Participation in marketing events and services via classroom presentations, information tables, internet networking and print media.
• Co-present group information meetings to student organizations, residence halls, and other clubs and groups.

**QUALIFICATIONS**
• Be a Junior or Senior in good academic standing (Sophomores will be considered).
• Be available to work 6-15 hours/week for a full academic year.
• Possess excellent written and oral communication skills, strong presentation abilities, great customer service skills, and excellent attention to detail.
• Have the ability to take initiative and exhibit a high level of reliability.
• Be knowledgeable of student organizations and campus resources.
• Be able to attend week long training prior to first week of classes (approx. Sept. 17-23).

*PCA’s are paid an hourly wage (starting at $9.04), work study authorization is not necessary*

**TRAINING**
**Peer Career Assistants** will participate in a week long intensive training and team building experience prior to the start of fall classes. Ongoing training will consist of by-monthly training topics throughout the year.

**PCA’s** will be supervised by the CCC Program Coordinator and will meet regularly with their assigned counselor mentor. They will be supported by professional staff and will have access to assistance at all times during office hours.

**DEADLINE TO APPLY: 5:00PM, WEDNESDAY, APRIL 25TH, 2012**