Peer Career Advisors (PCA’s) are enthusiastic student leaders who recognize the value of career services and want to support fellow students with their career related needs. PCAs participate in individual peer advising, campus outreach, and event programming and marketing. In addition the PCAs will work as office assistants in the Center for Career and Calling, providing general administrative support and customer service.

Qualifications

- Junior or Senior in good academic standing (Sophomores will be considered)
- Available to work 6-15 hours/week for a full academic year
- Excellent written and oral communication skills, strong presentation abilities
- Great customer service skills, and excellent attention to detail
- Ability to work well with a team
- Ability to take initiative and exhibit a high level of reliability
- Knowledge of SPU student organizations and campus resources
- Past experience with or interest in CCC resources and services a plus
- Graphic design, videography, web editing, event planning, project management and/or social media experience a plus
- Available to attend training during the week prior to first week of fall classes

Benefits

- Develop insight and vision regarding personal career preparation
- Gain experience in a professional office setting
- Improve writing, editing and public speaking/presentation skills
- Learn to network and collaborate with staff, faculty and other professionals
- Build communication and interpersonal skills and develop community
- Increase leadership skills, team-work abilities and overall confidence
Responsibilities

- **CCC Ambassador**  
  - Co-present career workshops to classes, student organizations, residence halls, and clubs and groups  
  - Help create marketing materials including posters, emails, and social media content  
  - Promote events/services via classroom presentations, info tables, and face-to-face marketing  
  - Assist with special events and workshops

- **Walk-in Career Advising**  
  - Assist students with career-related needs including:  
    - Résumé and cover letter writing  
    - Career exploration  
    - Job and internship search basics  
    - Use of CCC online resources and SPU Joblink  
    - Interview skills and mock interviews

- **Front Office Reception**  
  - Provide excellent customer service to all who call or visit the CCC front desk  
  - Schedule counseling appointments on Outlook calendars  
  - Manage multi-line phone system and email correspondence

- **Front Office Administration**  
  - Post jobs and internships on SPU JobLink  
  - Assist staff with projects including copying and scanning  
  - Collect payments and record on Excel spreadsheet  
  - Other duties as assigned

*PCA’s are paid hourly starting at minimum wage. Pay adjustments are made as skills and responsibilities increase.*

*Internship credit may be available upon approval of faculty advisor.*

*This is a work-study eligible position.*

*PCA’s are supervised by the CCC Program Coordinator and the Associate Director and meet regularly with a career counseling mentor. They are supported by professional staff and will have access to assistance at all times during office hours.*

**Deadline to Apply:** 5:00 PM, Tuesday, April 7, 2015