

Peer Career Advisor Job Description

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, PCAs work as office assistants in the Center for Career and Calling, providing general administrative support and customer service.

Qualifications

- Current SPU undergraduate student in good academic standing
- Available to work 8-15 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 and professionalism
- 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
- Must be 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

Campus Outreach

- Present to classrooms, clubs, and admissions events about CCC resources
- Co-present/assist with career workshops to student organizations, residence halls, clubs, etc.
- Help create marketing materials including posters, emails, and social media content
- Promote events/services via classroom presentations, info tables, face-to-face marketing
- Attend and assist at career events

Walk-in Career Advising

Assist students with career-related needs including:

- résumé and cover letter writing
- job and internship search basics
- use of CCC online resources and Handshake
- interview skills and mock interviews
- knowledge of LinkedIn and other professional resources

Front Office Reception & Administration

- provide excellent customer service to all who call or visit the CCC front desk
- schedule counseling appointments via Handshake
- manage multi-line phone system and email correspondence
- post jobs and internships on Handshake
- assist staff with projects including organization and data entry
- other duties as assigned

PCA's are paid hourly starting at SPU's standard 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 Office Manager and Assistant 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.