



Peer Career Advisor Position

Responsibilities and Job Duties (all training will be included; no prior experience required):

Advising

- Review resumes, help with basic major and career exploration, internship and job search assistance for students and recent alumni
- Assist students in finding resources in office and on the Career Center website

Career Center Ambassador and Outreach

- Deliver in person and virtual presentations on career planning topics to student organizations, residence halls, and classrooms
- Perform outreach activities to increase awareness of our services and promote events
- Help as a member of the team at large-scale career events and fairs

Front Office Administration and Operations

- Provide enthusiastic and friendly customer service for visitors of the Career Center both in person and virtually
- Answer inquiries and communicate in-person, on the telephone, via email and other using technologies
- Make appropriate referrals to staff members or other campus departments
- Schedule and cancel appointments and update computer databases
- Other projects as assigned

Qualifications:

- Must be a current student who will not graduate until May 2022 or later, and able to work in-person
- Excellent oral and written English communication skills and able to proofread and correct documents
- Positive work ethic, motivated, and an ability to work independently and as part of a team
- Great customer service skills and enthusiasm for helping others
- Effective organizational, detail-oriented, and time management skills
- Ability to work with a diverse group of students
- Strong computer skills
- Experience with Microsoft programs such as Word and Outlook

Commitment:

- Work an average of 10-20 hours per week when classes are in session
- Internship credit available – work out details with academic department
- Attend staff meetings when classes are in session

How to Apply:

- Upload Resume and apply via Handshake
- Upon review of application materials, selected candidates will be notified to set up an interview.
- Any questions should be directed to the Career Center Office Manager, candice.cheesman@stcloudstate.edu