

AUSTIN COLLEGE
CENTER FOR CAREER & PROFESSIONAL DEVELOPMENT

CAREER PEER ADVISOR JOB DESCRIPTION

Position Title: Career Peer Advisor

Reports To: Assistant Director of Center for Career & Professional Development

Department: Center for Career & Professional Development – Wright Campus Center #263

Division: Academic Affairs

Function: To provide support and assistance to students in the areas of resume development and critique, job search, internship information, and graduate and professional school information search, and to maintain the office functions of Career Services.

Educational Requirements: Maintains a 2.75 GPA and is a student in good standing at Austin College.

Experience and Qualifications: Excellent interpersonal skills required to interact with students, staff, and faculty; and strong skills in web researching with an interest in creating and organizing presentations. Students with a genuine interest in program marketing and outreach. Students whom consider position responsibilities closely aligned with their career interests.

Summary Purpose of Position: Responsible for providing peer assistance to students requiring resume and cover letter development and critique, providing job search technique resources, and as a referral to other resources as necessary. CPAs serve as the important connection between students and the Career Services program.

Career Peer Advisor Role Description

Responsibilities:

1. Provide a “student voice” and perspective to the staff of Center for Career & Professional Development.
2. Develop new and effective techniques for marketing of established career programming including use of Handshake platform, PathwayU platform, workshops (resume, LinkedIn, Job Search, etc.) and graduate/professional school preparation (including Gateways).
3. Market and independently present (as peer advisor) a minimum of one career-related program to student groups each semester.
4. Assist students with resume and cover letter critiques; Handshake profile development; questions regarding CSOCs and GO Fellowships and directing students to appropriate staff.
5. Assist students with use of the career resources, computer resources such as Handshake, PathwayU, and referral to other resources and individuals at Austin College.

6. Assist Center for Career & Professional Development in preparing and presenting major events such as Career Fairs, GPS Days, Career Readiness Checks, Etiquette Dinners, and other programs.
 7. Provide support for Center for Career & Professional Development office functions by:
 - Using Microsoft Office Suite programs
 - Web Researching
 - Developing and posting flyers
 - Providing student administrative support for Handshake
 8. Meet regularly with Assistant Director and Director of Center for Career & Professional Development to determine programming schedule.
 9. Design bulletin boards and circulate educational materials and maintain our Social Media platforms: Facebook, Twitter, Instagram, Pinterest, and others.
 10. Help peers build their Handshake and LinkedIn profiles.
 11. Other duties as assigned.
-
-

Date Completed: _____

Approved: _____
Director

Date

Verified: _____
Career Peer Advisor

Date