

# UNIVERSITY Career Center

## Position Description

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| POSITION TITLE:      | PEER CAREER ADVISOR (PCA)   |
| EMPLOYEE:            | 2 Positions   |
| SUPERVISOR POSITION: | Graduate Assistant and UCC Professional Staff Member  |
| CLASSIFICATION/WAGE: | Student Employment - \$15.00 hourly. 15 hours a week, Fall & Spring Terms. <b>This is not a remote position.</b>  |
| POSITION SUMMARY:    | Peer Career Advisors (PCAs) play an important role in the delivery of career services in the University Career Center (UCC). They are trained to assist students with résumé and cover letter development, career center technology, and other online resources. As UCC ambassadors, PCAs assist with career fairs, host promotional tables on campus, and engage in other activities designed to promote student engagement with a diverse population of students.   |
| TECHNOLOGY USED:     | MS Excel, Outlook, PowerPoint, Word; Cardinal Careers (Symplicity); Big Interview; Focus 2; Candid Career (training provided); Canva.   |
| DUTIES:              | <p>Duties &amp; qualifications highlight the <a href="#">essential skills</a> used for this position:</p> <ul style="list-style-type: none"><li>• Provide individualized feedback to a diverse group of peers on résumés and cover letters as part of the online Document Drop Program (<b>Communication, Critical Thinking, Cultural Competency, Leadership</b>).</li><li>• Assist undergraduate students with résumés, cover letters, and on-campus job searches during Drop-in Advising hours (<b>Communication, Critical Thinking, Cultural Competency, Leadership</b>).</li><li>• Document résumé and cover letter reviews in Cardinal Careers following prescribed procedures (<b>Professionalism, Communication</b>).</li><li>• Gain knowledge in career center technology (Cardinal Careers, Focus 2, Candid Career, and Big Interview) as well as online resources (Résumé Guide, Cover Letter Guide, etc.) and advise peers on usage (<b>Leadership, Critical Thinking</b>).</li><li>• Promote UCC events and resources by performing outreach/tabling/drop-in hours in designated buildings and events (<b>Communication, Teamwork/Collaboration, Leadership</b>).</li><li>• Collaborate with UCC staff with conducting workshops and presentations to classes, student organizations, and other campus groups (<b>Teamwork, Professionalism, Communication, Leadership</b>).</li><li>• Help with career fairs and other special events (<b>Teamwork, Professionalism, Communication, Leadership</b>).</li></ul> |
| QUALIFICATIONS:      | <ul style="list-style-type: none"><li>• Display a desire to help others and be customer service oriented (<b>Civic Engagement, Leadership</b>).</li><li>• Talent for actively listening to others (<b>Communication</b>).</li><li>• Strong writing, editing, and critiquing skills (we will teach résumé and cover letter principles (<b>Applied Learning, Communication, Leadership</b>)).</li><li>• Comfortable conducting individual and group presentations (<b>Communication, Leadership</b>).</li><li>• Motivated to work individually and as part of a team (<b>Professionalism/Teamwork</b>).</li></ul>   |

- Ability to work effectively with diverse populations of students (**Cultural Competency**).
- Maintain part- or full-time enrollment at UofL as an undergraduate or graduate student each term.
- All applicants must be in good standing with the University.
- Commit to working 15 hours per week for two consecutive semesters; fall and spring.
- Attend weekly Peer Career Advisor meetings to participate in ongoing training and professional development.
- Some weekends or evenings may be required as needed.

#### **PROFESSIONAL**

- Serve as a positive and professional role model to other students.
- Adhere to UCC policies, procedures, and appropriate dress guidelines.
- Maintain confidentiality of all information with students, faculty, and staff.
- Participate in professional development and growth activities.

#### **BENEFITS**

- Gain important skills that are transferrable in many professional careers such as: communication, leadership, professionalism, teamwork, marketing, public speaking, editing, training, educating, and advising.
- Make an impact on the campus community.
- Enhance career and self-development by learning best practices for self-marketing documents (résumé, cover letter), interviewing, and other important essential skills.

#### **APPLICATION:**

Applications are accepted online through [Cardinal Careers](#). You will need to upload:

- Cover letter highlighting qualifications relevant to the position and why you are interested in becoming a Peer Career Advisor
- Résumé
- At least 2 references (at least 1 UofL faculty/administrator preferred) with contact information