

UNIVERSITY Career Center

Position Description

POSITION TITLE:	PEER CAREER ADVISOR (PCA)
EMPLOYEE:	2 Positions
SUPERVISOR POSITION:	Graduate Assistant and UCC Professional Staff Member
APPLICATION:	Applications must be submitted through Cardinal Careers by listed deadline.
CLASSIFICATION/WAGE:	Student Employment - \$12.00 hourly. 15 hours a week, Fall & Spring Terms. This is not a remote position.
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 on a drop-in basis with resume and cover letter development, career center technology, and other online resources. They promote and provide individualized feedback through our Document Drop program. PCAs assist with career fairs, host promotional tables on campus, and engage in other activities designed to promote student engagement. PCAs assist staff with presentations to student organizations and in classrooms on basic career topics and services. They participate in weekly training and professional development.
TECHNOLOGY USED:	MS Office (PowerPoint, Excel, Word), Cardinal Careers, Big Interview, Focus 2, Candid Career (training provided).
DUTIES:	<ul style="list-style-type: none">• Serve as student ambassadors for the University Career Center (UCC).• Provide advice on resume and cover letters during Drop-in Advising hours.• Provide written critiques to peers on resumes and cover letters as part of the online Document Drop Program. Market Document Drop program to students.• Track student documents in Cardinal Careers following prescribed procedures.• Learn career center programs (Cardinal Careers, Focus 2, Candid Career, and Big Interview) as well as online resources (Resume Guide, Cover Letter Guide, etc.) and advise peers on usage.• Promote and staff information tables at locations across campus to promote the UCC.• Assist staff with conducting workshops and classroom presentations.• Assist with career fairs and other special events.
QUALIFICATIONS:	<ul style="list-style-type: none">• Must maintain part- or full-time enrollment at UofL as an undergraduate or graduate student each term.• Undergraduates must be a sophomore or above at time of start with at least one semester completed at UofL.• All applicants must be in good standing with the University.• Commit to working 15 hours per week for two consecutive semesters; fall and spring.• Talent for actively listening to others.• Strong writing, editing, and critiquing skills (we will teach resume and cover letter principles).• Comfortable conducting individual and group presentations.• Display a desire to help others and be customer service oriented.• Motivated to work individually and as part of a team.• Ability to work effectively with diverse populations of students.• Serve as a positive and professional role model to other students.

- ADDITIONAL INFORMATION:**
- Be available to participate in paid training at beginning of the year.
 - Attend weekly Peer Career Advisor meetings to participate in ongoing training and professional development.

- APPLICATION PROCEDURE:** Applications are accepted online through Cardinal Careers. Students will need to upload:
- A cover letter highlighting qualifications relevant to the position and why you are interested in becoming a Peer Career Advisor.
 - A resume.
 - A list of at least 2 references (at least 1 UofL faculty/administrator preferred) with contact information.