PEER ADVISOR JOB ANNOUNCEMENT

Are you interested in helping others? Would you like to boost your professional skills while empowering your peers to do the same? The Career Center is seeking applications from work-study students interested in serving in a leadership role as a Peer Advisor. Training will be provided and previous leadership experience is not necessary. Position will begin in Summer and pays $10.04/hr for up to 12 hrs/week.

BENEFITS OF BEING A PEER ADVISOR:
This position allows students to use their strengths and talents in conducting career related presentations and helping students navigate the job search process. Additionally, Peer Advisors have the opportunity for professional development in the following areas:

- Explore personal and career interests
- Develop successful job search strategies
- Connect with employers and diverse students
- Enhance leadership and public speaking skills
- Career Center will accommodate academic schedule

QUALIFICATIONS:

- At least 2 years remaining on campus
- Flexible schedule
- GPA of 2.8 or above
- Enjoyment of and experience with presenting to groups
- High degree of personal responsibility
- Interest in learning about Career Services

RESPONSIBILITIES:

- Build relationships with academic departments, student leaders, and campus groups in order to share Career Center information
- Perform presentations on Career Services’ topics, including: Career Center Services Overviews, resume and cover letter writing, social media strategies, and job search techniques
- Participate in tabling events around campus to educate students on Career Center services, Career Lynx (job database), and resume critiques
- Attend Career Center events and serve as an ambassador for the office
- Work with a team of peers and use creativity to collaborate
- Adapt to changing tasks
- Demonstrate autonomy and be self-motivated
- Participate in ongoing training, group processing, and supervision

HOW TO APPLY:
Complete application should include: 1) A cover letter expressing interest and qualifications and 2) A current resume; submit via email to Leah.2.Fitzgerald@ucdenver.edu and 3) 3-5 professional references

An interview will be scheduled with qualified applicants. **Deadline:** For full consideration, application materials must be received by Wednesday, June 15th at 10:00pm.

Questions? Call 303-556-2250.

*University of Colorado Denver is an equal opportunity/ affirmative action institution and complies with all federal and Colorado state laws, regulations, and executive orders regarding affirmative action requirements in all programs.*