

College of Charleston
Career Center
Peer Career Advisor/Career Center Assistant
Application

	Peer Career Advisor	Career Center Assistant
Position Description	Assist the Career Center staff by serving undergraduate peer students in the area of career planning and development by providing assistance with resources and career information. Peer Career Advisors also assist the Career Center staff with administrative duties and may assist with career related presentations and other Career Center events.	Serve as a direct link to students needing information regarding career planning and development in addition to assisting the Career Center staff with administrative duties.
Primary Responsibilities	<ul style="list-style-type: none"> • Serve as peer advisor for students during Drop-In hours to review resumes and cover letters and offer advice and assistance within Career Center guidelines • Assist students with general questions regarding programs and services, including use of on-line job listing system, internship and job searches, on-line tools, and other career-related resources 	<ul style="list-style-type: none"> • Serve as receptionist at front desk • Assist in general office responsibilities and other administrative duties as assigned (answering phones, scheduling appointments, making copies, etc.). • Assist with general questions regarding services, including use of online job board, digital and print resources, and student employment.
Other Responsibilities	<ul style="list-style-type: none"> • Becoming knowledgeable about and assisting with on-campus student employment. • Participating in focus groups and feedback gathering to enhance career related services. • Participating in outreach activities and making presentations to campus organizations and staffing Career Center information tables at events. • Be willing to assist with employers who visit the campus and career center. • Assisting in general office responsibilities and other administrative duties as assigned. 	<ul style="list-style-type: none"> • Becoming knowledgeable about and assisting with on-campus student employment processes and forms and relaying information to students and on-campus employers. • Participating in outreach activities, including assisting in providing general information to employers/recruiters wishing to list job openings for students, making presentations to campus organizations and staffing Career Center information tables at events. • Helping Career Center staff with special events, such as the Career Fairs, student recognition events, and others.
Posting Information	<ul style="list-style-type: none"> • Rate of Pay: \$10.00 per hour • Days/Hours per week: Monday – Friday afternoons, 6-12 hours per week (may vary) 	<ul style="list-style-type: none"> • Rate of Pay: \$9.00 per hour • Days/Hours per week: Monday-Friday 8:30am-5:00pm, 10-20 hours per week
Applicants Must	<ul style="list-style-type: none"> • Be a currently enrolled sophomore, junior, or senior; • Have minimum of a 3.0 overall GPA; • Be proficient and comfortable in Microsoft Word • Possess excellent verbal and written communication and interpersonal skills and professional demeanor; and • Have afternoon availability from 1-4 most weekdays. 	<ul style="list-style-type: none"> • Be a currently enrolled sophomore or junior; • Have and maintain a 2.8 overall GPA; • Have basic computer skills, including a knowledge of Microsoft Office and internet applications; • Have excellent communication and interpersonal skills
Preferred	<ul style="list-style-type: none"> • Interest in teaching, higher education as a career, or other helping career, and • Advanced level writing and communication skills. 	

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APPLICATION INSTRUCTIONS:

Applicants must submit **ALL** of the following to be considered:

1. Application
2. Resume
3. Cover letter outlining your interest in the position(s)
4. List of references. Please include names, email addresses, and phone numbers for two previous employers (not relatives) and one academic reference.

Email completed applications to careercenter@cofc.edu or turn into the Career Center (Lightsey Center, Room 216).

POSITION (check one): PEER CAREER ADVISOR CAREER CENTER ASSISTANT

FULL NAME: _____

STUDENT ID NUMBER: _____

CLASS STANDING (check one): SOPHOMORE JUNIOR SENIOR

CURRENT CUMULATIVE GPA: _____

MAILING ADDRESS:

PERMANENT:

LOCAL:

(P.O. Box or Street)

(P.O. Box or Street)

(City, State, Zip Code)

(City, State, Zip Code)

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

In the space provided, answer the following questions:

Why would you like to become a Peer Career Advisor or Career Center Assistant?

Using the chart below, indicate the hours you are **NOT** available to work each week due to class or pre-scheduled activities.

EXAMPLE:

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-9:00	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
9:00-10:00	XXXXXXXXXX		XXXXXXXXXX		XXXXXXXXXX
10:00-11:00	XXXXXXXXXX				
11:00-12:00	XXXXXXXXXX	XXXXXXXXXX		XXXXXXXXXX	
12:00-1:00		XXXXXXXXXX		XXXXXXXXXX	
1:00-2:00		XXXXXXXXXX		XXXXXXXXXX	
2:00-3:00		XXXXXXXXXX		XXXXXXXXXX	
3:00-4:00					
4:00-5:00					

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-9:00					
9:00-10:00					
10:00-11:00					
11:00-12:00					
12:00-1:00					
1:00-2:00					
2:00-3:00					
3:00-4:00					
4:00-5:00					

List any dates that you know you will **NOT** be able to work during the fall semester (other than Fall Break).

Thank you for applying to the Career Center!