



**PEER ADVISOR APPLICATION
ACADEMIC YEAR 2007-2008**

Job Description:

- Provide exceptional customer service to students, alumni, faculty, employers and community members.
- Assist students using career resources, identify needs and make recommendations/referrals.
- Provide drop-in counseling and workshops for basic career development and resource topics.
- Outreach to student organizations and residence halls. Provide information, materials, and presentations on career services.
- Promote Career Center workshops/events through classroom announcements and other marketing venues.
- Organize and attend Student Advisory Board meetings each quarter.
- Provide online career guidance and information.
- Special assignments and career center functions such as: job fairs, career events, and information tables.
- Weekly team and supervision meetings to discuss experiences, program issues, project proposals and feedback.
- Work 8-10 hours a week, to include evenings and occasional weekend events.

Qualifications:

- Desire to help others.
- Commit to one year as a Peer Advisor.
- Knowledge of MS Word, Power Point, and Excel.
- Team-oriented with the ability to work independently.
- Excellent communication skills (oral & written) and interpersonal skills.
- Ability to plan and prepare professional materials, presentations, and resources.
- Willing to speak in front of small and large student groups.

Benefits:

- Get paid for something you enjoy.... *Helping Others!*
- Develop skills in event planning, organization, and administration.
- Enhance public speaking, presentation, and communication skills.
- Network with other professionals and explore careers in student services.
- Learn about career exploration, the job search process and Career Center resources.
- Hourly pay of \$8.00/hr.

Submit the following to apply:

- ☐ Current Resume
- ☐ Career Center Application
- ☐ One Page Statement (*Described on application*)
- ☐ Names of two references such as a professor, advisor, or supervisor

Review of applications begins April 19, 2007

Interviews will be held between April 23 - May 4, 2007

IMPORTANT! *Peer Advisors must be available for training and orientation during the week Fall 2007 instruction begins (September 24, 25, 26)*

CAREER CENTER
VEITCH STUDENT CENTER, N.W. WING
951.827.3631
CAREERS.UCR.EDU



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ACADEMIC YEAR 2007-2008**

GAIN LEADERSHIP EXPERIENCE! BECOME A PEER ADVISOR.

Name _____ SID# _____

Address _____

City _____ State _____ Zip _____

Email _____ Phone _____

Major _____ GPA _____

Expected Graduation Date _____

Have you been awarded work-study for 2007-2008? Yes ☐ No ☐ Not yet notified ☐
(Please note: Students with AND without Federal Work-Study Awards are encouraged to apply.)

List two references such as supervisors, teachers, or mentors (non-family members)

_____ Name	_____ Relationship	_____ Phone #	_____ Email
_____ Name	_____ Relationship	_____ Phone #	_____ Email

Please provide a one-page, double-spaced statement describing why are you interested in working at the Career Center as a Peer Advisor. This should include what you hope to achieve during this experience and a description of your strengths and limitations. Do not exceed one page!

APPLICATION CHECKLIST:

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SUBMIT COMPLETE APPLICATION IN PERSON TO:

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