

UCR | Career Center

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



PEER ADVISOR APPLICATION
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
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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:

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

SUBMIT COMPLETE APPLICATION IN PERSON TO:

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