

Fresh

Part-Time · On Campus Student Employment

2023-2024 Career Center Graduate Peer Advisor (PhD Students Only)

UCR, Career Center (/stu/employers/288611)

On-site · Riverside, California, United States

(/employers/288611)

About the role

Application deadline	Posted date	Seasonal role
May 8, 2023 8:00 AM	April 11, 2023	(9/18/23 - 6/14/24)
Estimated pay	Location type	
\$20.00-20.50 per hour	On-site	

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Role Description

UCR Career Center Graduate Peer Advisor Job Description 2023-2024

The primary responsibility of the Graduate Peer Advisor is to expand knowledge of Career Center services and resources in order to help UCR graduate students effectively meet **Apply**

their career development needs (academic or nonacademic professional pathways). This position will be a hybrid position, requiring both on-campus and virtual shifts.

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(/stu)

Job Duties Include:

- Guide fellow graduate students on how to access and use the Career Center services, Handshake, and our resources.
- Provide individual and group advising to UCR graduate students on topics such as resume writing, job search techniques, interviewing, etc.
- Partner with the GSA Career Center Liaison to promote Career Center workshops and events through information tables, social media, and other marketing venues.
- Present/co-facilitate workshops on Career Center services and graduate student related workshops.
- Attend weekly Peer Advisor meetings to discuss experiences, program updates, concerns, and proposals.
- Assist as needed with Career Center functions such as Drop-In Career Advising, job fairs, employer information sessions, workshops, panels, and front desk duties, serving both graduate and undergraduate students.

Qualifications

- Current UCR **Doctoral** Student in good academic standing.
- Excellent interpersonal communication skills, detail oriented.
- Desire to learn and try new things. Be self-motivated and innovative.
- Be team-oriented with the ability to work independently.
- Willing to speak in front of small and large groups of people.
- Aspire to help others with their professional development.
- Commit to **one academic year** as a Graduate Peer Advisor.
- Ability to plan and prepare professional materials, presentations, and resources.
- Knowledge of Microsoft Office Suite.

Benefits

- 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, job search processes, and Career Center resources.
- Expand interpersonal skills and learn how to work with others in a professional environment.

******This is not a GSR position. The compensation can be paid via stipend. It will not impact FTE/GSR status. This position could be a hybrid role.*

Submit the following to apply:

- Current Resume (1 page max)
- Spring Quarter Availability Schedule (**combine** with Resume when submitting)
- Cover Letter (see instructions below)
- Complete this Employment Application
(http://students673.ucr.edu/docserver/careercenter/Final_Paper_Employment_Application.pdf) (click on the link to download PDF)

(Please note that only applicants that have submitted all 4 documents before the deadline will be considered. We highly recommend that you get your resume and cover

letter critiqued before submitting your application.)

Application Deadline: Monday, May 8, at 8am
Applications will ONLY be accepted through Handshake

You match all of UCR, Career Center's candidate preferences

Employers are more likely to interview you if you match these preferences:

- ✓ GPA
- ✓ Majors
- ✓ School Year

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The Career Center is a safe and welcoming place to explore career paths and identify the steps needed to achieve your career goals. Meet with our skilled career specialists, use our unique job search tools, and maximize your future with our career services.

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