

Tips for Writing a Good Job Description

Components of the Job Description

Position Functions/Description (most lengthy)

- Details what the job actually entails
- Discusses tasks employees will face everyday
- Indicates who the employee works with (customers, the public, internal staff, etc.)
- Discusses Career Readiness/Transferable Skills you consider valuable (problem solving, communication, etc.).
What will they learn from the job?
- Include Pay rate/hour

Position Attributes (qualifications)

- Detail any technical or educational requirements that are critical or desired (major, experience, computer skills, languages, etc.)
- Provide insights on the type of work environment (culture) you maintain (i.e. high energy, great communicator/writer, etc.)

See sample job description on page 2.

Now Hiring: Outgoing & Enthusiastic Career Peer Mentors

Benefits of being a Career Peer Mentor

- Experience working in a professional environment
- Build mentoring skills and leadership skills
- Learn how to work within an intercultural work environment
- Teamwork/collaboration skills
- Develop technical skills of general office software

What a Student Employee will learn

**Build in Career Readiness Skills into what they will learn on the job*

What does a Career Peer Mentors do?

- Participate in a training program to learn career development content and the resources, process and culture of the Fresno State Career Development Center
- Serve as the front line by providing *clear* and *effective* customer service and communication to visitors
- Develop competency in utilizing HireFresnoState to demonstrate to FS Students on how to job search, apply for jobs & internships, post resumes, cover letters and view upcoming events
- Work with students 1:1 or in groups to support their career development via Career Cafe drop-in hours
- Outreach to student groups and clubs to develop partnerships and collaborations
- Perform general administrative tasks including, but not limited to, answering phones and scheduling and directing appointments
- Market events, services and maintenance of social media accounts and documents
- Assist in organization and maintenance of Clothing closet; donor pickups and tracking data
- Other duties and tasks as assigned

What a Student Employee will do

What we're looking for:

- Rising sophomores, juniors, seniors, or graduate students who can commit to a full academic school year (Fall 2020 and Spring 2021)
- Career Peer Mentors are: *Enthusiastic, Outgoing, Responsible, Motivated, and Dependable*
- Must be able to work independently and collectively; must be able to follow directions and procedures
- Take initiative and remain focused; must be flexible, manage tasks, problem solve and learn quickly
- Have knowledge of and preferably proficient in Word and Excel
- Occasionally lift 20 lbs and climb steps
- Available for occasional evenings/weekend events
- **Knowledge of Canva is a plus**



Join the **TEAM** at the Career Development Center!
Learn! Assist! Become a PROFESSIONAL!

Apply online at HireFresnoState