

Career and Advising Center

Career Mentors

Do you:

Like to help people?

Have an openness to learn new skills?

Enjoy variety in your work?

Want to be a part of a collaborative environment surrounded by positive people?

If you answered **YES**, then this job is for you!

Career Mentors are incredible leaders on campus who work to help students get prepared for life after graduation. You will learn about many aspects of the career development field so you can jump in and help with the diverse needs of students and alumni. The following areas encompass this role:

Mentoring & Education

- Mentor students regarding their individual needs and career paths
- Present in classrooms and for student organizations on career related topics
- Help students navigate the Career Closet
- Create and develop online resources such as blogs and resume examples

Employers, Events & Marketing

- Research new employers and review job and internship postings
- Assist the Career and Advising Center with the preparation and execution of our many events
- Promote events and services through the distribution of materials, marketing,
- Connect with recent alumni to gather career outcome data

Schedule/Pay

- Career Mentors work business hours between 8am-5pm, Monday through Friday in the fall/spring semesters
- Evening hours occasionally available.
- Minimum of 10 hours and maximum of 20 hours per week.
- Flexible scheduling to accommodate student hours
- Summer hours based on projects, interest, and availability
- Pay is \$12 per hour

Application Process

Apply by responding to a couple of questions here: <https://forms.gle/EjQibqqi397DLQxo8>

Selected students will be contacted for an interview. Applications will be reviewed on a rolling basis, giving priority to early applicants. Application closes on Sunday, May 1st.