

# Career and Advising Center

## Career Mentors

**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
- Assist students and alumni with career development including:
  - *Career and Major Exploration*
  - *Resume, Cover Letter, CV, and Application Material Reviews*
  - *Interviewing Prep and Mock Interviews*
  - *Job and Internship Search Strategies*
  - *Networking and Making Connections*
- Help students navigate the Career Closet
- Create and develop online resources such as blogs and resume examples

### **Employers, Events & Marketing**

- Research and review new employers
- Assist the Career and Advising Center with the preparation and execution of our many events including career fairs
- Promote events and services through the distribution of materials and 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
- Minimum of 5 hours and maximum of 20 hours per week
- Flexible scheduling to accommodate student hours
- Pay is \$12 per hour

### **Application Process**

Apply by responding to a couple of questions here: <https://forms.gle/KH8s4HRZesgmDYzg7>

Selected students will be contacted for an interview. Applications will be reviewed on a rolling basis, giving priority to early applicants.