

## Career Peer Advisor

### Department Summary

Career & Professional Development is ramping up its Peer Advisor Program to hire both undergraduate and graduate students to support our diverse campus population. Beginning in the fall quarter of the 2020-21 academic year, we are implementing a drop-in advising model, where advising is provided all day, every day in the open, common area of our new Burwell Center for Career Achievement. All day, every day is defined as normal business hours (Monday-Friday, 9 am- 5 pm). It is run by students, for students and we want you to be a part of this exciting initiative.

Career Peer Advisors are an essential part of Career & Professional Development and serve as a key link in supporting DU students achieve their career goals. Additionally, Career Peer Advisors help educate the campus about the necessary skills and resources to engage in self-exploration, career planning and the job and internship search process.

### Position Summary

Through targeted training and one-on-one advising, Career Peer Advisors can develop their leadership abilities and gain professional skills through working in Career & Professional Development. This position provides excellent resume /CV building experience, which includes gaining skills in advising, collaboration, marketing, and delivering programs and presentations. Career Peer Advisors will acquire self-knowledge around their own interests, skills and abilities, and how those personal traits connect to careers and the decision-making process.

The Career Peer Advisor positions report to the Associate Director in Career & Professional Development.

### Essential Functions

- Assist students with resume and/or CV and cover letter reviews in scheduled appointments and drop-ins.
- Lead one Passion Project, which may include a program, handout, or other resource designed around the Peer Advisor's career-related interests.
- Assist Career & Professional Development staff with programming and logistics to include Career Fairs, Mentor for a Moment, and additional signature events.
- Educate a diverse population of students, including both undergraduate and graduate students, about the job and internship search processes and career resources.
- Actively promote Career & Professional Development through targeted outreach in a friendly, outgoing manner.
- Deliver presentations and workshops in residence halls, dining halls, classrooms, and student organization meetings when available.
- Staff information tables on behalf of Career & Professional Development during campus events.

### Knowledge, Skills, and Abilities

- Superior customer service and interpersonal skills with diverse populations
- Solid written and verbal communication skills, including ability to learn presentation skills
- Ability to use tact, diplomacy and conscientiousness when working with all populations
- Initiative, follow-through and reliability
- Adaptable and flexible

**Required Qualifications**

- Current DU undergraduate or graduate student enrolled for the 2020-2021 academic year, located in the Denver area

**Preferred Qualifications**

- Active involvement in campus community and activities
- Ability to speak a second or multiple languages is a plus

**Supervision & Training**

Career Peer Advisors will receive extensive and ongoing training on multiple facets of career services and programming, through an on-boarding orientation prior to the start of the academic year and regular staff meetings. Career Peer Advisors will receive a regular 1:1 meeting to focus on professional development and discuss career goals. In addition, Career Peer Advisors are paired with a professional staff who acts as a mentor on work projects and personal professional development.

**Compensation and Time Commitment**

This position is eligible for a federal work-study, which requires eligibility through the Financial Aid Office, or paid a competitive hourly rate if the employee is not work-study eligible.

This position requires 10-15 hours per week for fall, winter, and spring quarters with flexibility in scheduling. Some evening/weekend hours required. Career Peer Advisor Orientation is held on Friday, September 11th from 8 am- 5 pm. All hired Career Peer Advisors are required to attend this orientation as a condition of employment.

**Application Details**

Application will go live on the student employment and Pioneer Careers sites spring quarter. Please submit your resume or CV and cover letter through Pioneer Careers by noon/12:00pm on Friday, April 24th, 2020.

Please note that resumes submitted through Pioneer Careers Online will go through an automatic review process by the Career & Professional Development staff. While this may take extra time on your part if revisions are needed, it's to support you in submitting the most competitive application possible.

The University of Denver is committed to enhancing the diversity of its faculty and staff. We are an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment regardless of age, race, color, national origin, religion, sex, sexual orientation, gender identity, disability, military/veteran status or any other status protected by law.

All offers of employment are based upon satisfactory completion of a criminal history background check. These are required for all part-time, full-time and student employee hires.