

## 2017-18 Peer Career Advisor Application

### Position Description:

Peer Career Advisors are trained and supervised paraprofessionals who provide career development assistance on a peer to peer level through Career Services. They hold essential roles in the office and serve as liaisons between students and staff. Typical PCA responsibilities include critiquing resumes; conducting mock interviews; assisting students with Hire-A-Vol, internship/job searching and networking; promoting the Center for Career Development through social media and other avenues; and presenting to student groups and organizations.

### Reasons to be a Peer Career Advisor:

- Assist fellow UT students!
- Gain valuable communication, active listening, presentation and leadership skills
- Develop event planning, organizational and professional social media savvy
- Strengthen resume and interview skills and learn to market your degree
- Conduct effective internship and full-time job searches or prepare for graduate school
- Network with career professionals and on-campus recruiters
- Increase your knowledge of UT resources and services

### Qualifications:

- Desire to assist other students in the area of career development
- Strong written, verbal, and customer service skills
- Creativity, solid work ethic, and proven productivity with a minimum amount of supervision
- Undergraduate standing with a minimum GPA of 2.75 at time of application and throughout employment
- Ability to participate in required, paid training three hours per week Spring 2018
- Ability to work approximately ten hours per week Fall 2018-Spring 2019
- Available to work shifts between the hours of 9am-5pm Monday-Friday
- Preferred commitment to work two years after hire
- Able to attend mandatory weekly trainings on Monday 4-5pm

### To Apply:

Submit the following to:

Rob Morris  
Center for Career Development  
Student Union Level 2  
1015 Phillip Fulmer Way  
Knoxville, TN 37996-4820  
[ramorris@utk.edu](mailto:ramorris@utk.edu)  
Phone: 865-974-5435

- Application
- Resume (Resume Writing Guide available at <http://career.utk.edu/students/resumes-interviewing/>)
- Cover letter

### Applications are due October 30, 2017

Applicants will be notified by *November 3<sup>rd</sup>* if they have been invited to participate in interviews.