

PEER CAREER ADVISOR

- ▶ **Peer Career Advisors (PCAs) are trained and supervised paraprofessionals who provide career development assistance on a peer-to-peer level through Center for Career Development.**
- ▶ **They hold essential roles in the office and serve as liaisons between students and staff.**
- ▶ **PCA responsibilities**
 - Critiquing resumes
 - Conducting mock practice interviews
 - Assisting students with Handshake, internship/job searching, and networking
 - Promoting the Center for Career Development through social media and other avenues
 - Presenting to student groups and organizations

Skills you'll gain as a Peer Career Advisor

Critical Thinking/Problem Solving

- Refer students to appropriate staff and resources
- Plan and organize events

Teamwork/Collaboration

- Train and collaborate with peers
- Complete projects/tasks as teams

Career Management

- Strengthen resume and interview skills
- Conduct effective internship/job search
- Graduate and professional school planning

Leadership

- Plan and lead training sessions
- Represent Center for Career Development at outside events and activities

Oral/Written Communications

- Conduct presentations
- Assist fellow UT students

Global/Intercultural Fluency

- Assist students of all backgrounds and experiences
- Network with career professionals and recruiters

Professionalism/Work Ethic

- Provide customer service
- Develop and hone time management skills
- Create professional goals


Digital Technology

- Gain knowledge of UT career resources and services
- Support development of website and online resources/communication
- Coordinate social media

Qualifications

- Desire to assist other UT students
- Strong written, verbal, and customer service skills
- Creativity, work ethic, and productivity with minimal supervision
- Minimum GPA of 2.75
- Ability to participate in 5 hours of paid training during spring of initial hire
- Open to work shifts between 9 am to 5 pm Monday to Friday
- Preferred commitment to work two years after hire
- Attend mandatory weekly training sessions on Monday from 3 pm to 5 pm

How to apply

Submit your Resume, Cover Letter, and References on  **handshake**

Contact Rob Morris
ramorris@utk.edu

