Peer Career Advisor (PCA) Application
Center for Career Development & Academic Exploration

Peer Career Advisors (PCAs) are trained and supervised paraprofessionals who provide career development assistance on a peer-to-peer level through the Center for Career Development & Academic Exploration. Typical PCA responsibilities include critiquing resumes; conducting practice interviews; assisting students with Handshake, internship/job searching and networking; promoting the Center for Career Development & Academic Exploration through social media and other avenues; and presenting to student groups and organizations.

What Skills You’ll Gain as a Peer Career Advisor:

**Oral & Written Communications**
- Conduct presentations
- Assist fellow UTK students

**Teamwork & Collaboration**
- Train and collaborate with peers
- Complete projects/tasks as teams

**Critical Thinking & Problem Solving**
- Refer students to appropriate staff and resources
- Plan and organize events

**Leadership**
- Plan and lead training sessions
- Represent Center for Career Development & Academic Exploration at campus events and activities

**Career & Self Development**
- Strengthen resume and interview skills
- Conduct effective internship/job search

**Professionalism & Work Ethic**
- Provide customer service
- Develop and hone time management skills
- Create professional goals

**Equity & Inclusion**
- Assist students of all backgrounds and experiences
- Network with alumni, career professionals, and recruiters

**Technology**
- Gain knowledge of UTK career resources and services
- Support development of the website and online resources/communication
- Gain Center for Career Development & Academic Exploration social media/marketing experience
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

Job Information:

**Part-Time:** Approx. 10 hours per week
- Majority of working hours between 9am – 5pm in-person
- Some week night and weekend presentations required (virtual and in-person)
- Mandatory in-person weekly training fall 20xx - Wednesdays, 4:30pm – 6pm
- Mandatory in-person weekly meeting spring 20xx - Mondays, 4pm – 5pm
- Preferred commitment to two years upon time of hire

**Pay:** $9.00 with opportunity for a raise in future with longevity and/or promotion to a Lead PCA Position

**Team:** Supervised by Name, Assistant Director of Academic & Career Exploration on team with approx. 13 other undergraduate Peer Career Advisors
*For graduate students applying there will be a specific Project Area devoted to working with graduate students.*

To Apply Submit on Handshake:

**Resume** - Detail your previous education, work, and extracurricular experiences

**Cover Letter** - Address the cover letter to Contact Name, Selection Committee Chair (201 Student Union, 1502 Cumberland Ave, Knoxville, TN 37996)

Include the following information in cover letter:
- Why are you interested in being a Peer Career Advisor?
- What strengths/skills do you hope to contribute to the Peer Career Advisor team?
- How did you hear about this position?

**Reference Sheet** - Provide at least two (2) references (name, position, contact)
- Your references should be previous/current supervisors, teachers, academic faculty, or professional mentors.

Handshake Link: [https://utk.joinhandshake.com/jobs/5080495/share_preview](https://utk.joinhandshake.com/jobs/5080495/share_preview)

Learn more about the Peer Career Advisor Program: [https://career.utk.edu/peer-career-advisors/](https://career.utk.edu/peer-career-advisors/)