Career Peer Advisor Job Description  
Academic Year 2018 – 2019  
Pay: $10.50

Mission Statement: Career Peer Advisors support career readiness initiatives in the Orfalea College of Business by creating a foundation for future business leaders to connect with resources and build empowering relationships earlier in the college experience. By providing one-on-one career advising and mentorship, this dynamic team of student leaders helps instill confidence in fellow students and prepare them for a successful transition into the workplace.

Position Dates:
- Training – Spring Quarter Dates & Times TBD
- September 20th, 2018 - June 7th, 2019
- Opportunity to extend position to following academic year

Requirements:
- Applicants must have a minimum 3.0 GPA
- Applicants must be an Orfalea College of Business student
- All concentrations are welcome to apply
- Applicants must be an incoming Junior or Senior
- Commit to working approximately 10 hours/week
- May not be employed in another Orfalea Student Services Leadership Position

Roles and Responsibilities:
As a part of the Career Readiness team, your duties may include:
- Front desk greeting, assisting students signing in, and scheduling appointments
- Provide one-on-one resume and cover letter guidance and review
- Assist students in preparing for interviews and career fairs
- Coordinate and participate in internship and concentration panels
- Develop and implement marketing material for Career Readiness events and programs
- Review student assignments for BUS 100 and BUS 206
- Help coordinate career events and Orfalea Speaker Series
- Oversee Executive in Residence round table sign-ups and attend round tables
- Create concentration specific internship/career emails monthly using MustangJOBS
- Orfalea Career Readiness website design and maintenance
- Attend weekly staff meetings
- Complete additional projects independently as assigned

Expectations:
• Work collaboratively in a team environment
• Strong interpersonal communication skills
• Exhibit professionalism in a customer service oriented environment
• Demonstrate integrity when handling sensitive information
• Take responsibility and initiative to independently complete tasks and projects
• Possess organizational skills and attention to detail
• Effective time management and flexibility in a changing environment
• Commit to furthering the advancement of Career Readiness at the Orfalea College of Business
• Serve as a student leader within the Orfalea College of Business

Required Knowledge, Skills, and Abilities:

• Self-Motivated
• Empathetic and Compassionate
• Encouraging
• Leads by Example
• Organized
• Professional

Preferred Knowledge, Skills, and Abilities:

• Website Design, Graphic Design
• Past or upcoming internship experience and campus involvement