ENGINEERING PEER CAREER ADVISOR JOB ANNOUNCEMENT

Do you love public speaking or want to improve your speaking skills? Are you interested in boosting your professionalism and empowering your peers to do the same? Career Services is seeking applications from undergraduate or graduate engineering students interested in serving in a leadership role as a Peer Career Advisor (PCA). The position will begin August 2016 with mandatory, all-day training on Aug. 18 and 19. This position pays $10.25/hour and works up to 10 hours/week.

BENEFITS OF BEING A PEER CAREER ADVISOR:
This position allows students to use their strengths and talents in conducting career-related presentations and helping students navigate the job/internship search process. PCAs also work with peers in one-on-one settings. Additionally, PCAs have the opportunity for professional development in the following areas:

- Exploring personal and career interests
- Developing successful job search strategies
- Connecting with employers and diverse students
- Enhancing leadership and public speaking skills

QUALIFICATIONS:
- Be an engineering student with at least 2 years remaining on campus as of Summer 2016
- Flexible schedule, including evening availability
- GPA of 2.8 or above
- Enjoyment of and experience with public speaking
- Interest in learning about Career Services and strengthening communication skills

RESPONSIBILITIES: (you will be trained in all of these areas)
- Conduct presentations on Career Services’ topics, including: resume/cover letter writing, social media strategies, job search techniques, career fair prep, salary negotiation strategies
- Participate in tabling events around campus to educate students on Career Services, Career Buffs (job & internship database) and resume critiques
- Staff the Engineering Career Services front desk, assisting students with quick questions and scheduling appointments
- Attend Career Services events and serve as an ambassador for the office
- Assist engineering career counselors with resume critiques via email or drop-ins
- Work with a team of peers and use creativity to collaborate
- Adapt to changing tasks
- Demonstrate autonomy and be self-motivated
- Participate in ongoing training, group processing, and supervision

HOW TO APPLY:
Complete application should include: 1) A cover letter expressing interest and qualifications and 2) A current resume; submit via email to rae.brendecke@colorado.edu. Please tailor your documents to this announcement.

An interview will be scheduled with qualified applicants. Deadline: For full consideration, application materials must be received by Friday, August 5th at 4:00pm.

University of Colorado at Boulder is an equal opportunity/affirmative action institution and complies with all federal and Colorado state laws, regulations, and executive orders regarding affirmative action requirements in all programs.