Peer Advisor Position Description

Peer Advisors are current AU undergraduate students who help to promote Career Center services and resources and provide individual and group advising to fellow AU students. Their responsibilities include:

- Informing students of Career Center services through classroom and residence hall presentations and collaboration with student organizations
- Facilitating drop-in advising sessions in the Career Center library and other campus locations
- Providing event support at job and internship fairs, networking receptions, and other programs
- Assisting with other special projects as appropriate

Peer Advisors report to the Student Employment Coordinator, Tasha Daniels, and develop the expertise needed to assist fellow students with career-related needs through extensive training. Peer Advisors earn competitive hourly wages; hiring preference is given to students who are awarded Federal Work Study (FWS). Students applying for this position must be available for the entire 2011-2012 academic year.

Required Qualifications

1. Minimum completion of two semesters (at least 15 credits earned at American University)
2. Genuine interest in assisting students with career-related needs
3. Available to work a minimum of 6-8 hours per week, as well as occasional nights and weekends
4. Available to work throughout the entire academic year (fall 2011 and spring 2012)
5. Strong, demonstrated work ethic
6. Solid public speaking ability
7. Excellent communication skills (oral and written)
8. Ability to work effectively with minimal supervision
9. Ability to ask for assistance when needed, and a receptive attitude toward constructive feedback
10. Flexibility and willingness to accept additional tasks as needed
11. Creativity
12. Proficiency in Microsoft Office Suite

**Federal Work Study (FWS) award recipients strongly preferred**

Duties and Responsibilities

1. Marketing and Outreach
   - PAs contact leaders from residence halls and student organizations to present information on Career Center services.
   - PAs work with student leaders and representatives to identify the need for additional programs or workshops consistent with services offered by the Career Center.
   - Under the supervision of the Student Employment Coordinator, PAs implement the use of presentation materials, created for outreach activities, including fliers, posters, and PowerPoint presentations.

2. Drop-In Advising
   - PAs meet with students during scheduled office hours and field quick questions, introduce students to Career Center library resources, and may provide feedback on resumes and cover letters.
3. Event Support
   • PAs promote Career Center events and assist with logistics at job and internship fairs, networking receptions, and other programs.

4. Confidentiality
   • PAs remain committed to carefully preserving the confidential information regarding students, employers, faculty and staff that they have access to while working in the Career Center.

Time Commitment
   • Minimum 6-8 hours per week, including occasional evening and weekend hours, as follows:
   • Commit to weekly office hours (6-8 hours) Monday through Friday
   • Assist with Career Center events, which typically occur in the evening
   • Lead workshops for student groups, which typically occur on the weekends and nights
   • Attend weekly Peer Advisor team meetings/training (45-60 minutes)
   • Participate in mandatory, paid, 2-3 day training during Welcome Week in August

Evaluation and Accountability

PAs represent the Career Center and therefore must conduct themselves in a professional, ethical, and friendly manner.

Compensation

Peer Advisors earn $10.50 an hour or more, depending on experience, and receive bi-weekly paychecks provided that they complete their timesheets on time.

Ten Benefits of Being a Peer Advisor

1. Gain expertise in career exploration and the full-time job search process, along with connection to invaluable resources within the Career Center
2. Sharpen public speaking, presentation, and communication skills
3. Participate in a resume-building opportunity, complete with hands-on experience and the development of transferable skills
4. Learn how to write a professional resume and how to critique the resumes of fellow students
5. Network with Career Center staff, advisors, and AU faculty
6. Develop skills in event planning, marketing to target audiences, and organization
7. Develop outstanding, professional customer service skills
8. Learn about university resources and services external from the Career Center
9. Assist fellow students in their job search process and celebrating successes
10. Become a valuable contributor

➤ To Apply: e-mail a completed application to daniels@american.edu or drop it off at the Career Center (Butler Pavilion, 5th Floor) by 5 p.m. on Monday, March 28, 2011.
PEER ADVISOR APPLICATION

E-mail a completed application to daniels@american.edu or drop it off at the Career Center (Butler Pavilion, 5th Floor) by **5 p.m. on Monday, March 28, 2011.**

**NOTE** Please attach a copy of your resume and a cover letter to this application. If you would like help with constructing or revising your resume and/or cover letter, stop by the Career Center Monday through Friday to visit a current Peer Advisor in the Career Center Library, or make an appointment with an advisor at www.american.edu/careercenter or by calling 202-885-1804.

Please Type or Print:

**Name:**
(Last) __________________________________ (First) __________________________________

**During the 2010-2011 academic year, were you awarded Federal Work Study?**
Yes __ No __

**Are you planning to study abroad during the 2011-2012 academic year?**
Yes __ No __

**Local Information:**

Address: ________________________________________________________________

________________________________________________________________________

Phone: __________________________

Cell: __________________________

E-mail: _________________________

**Permanent Information:**

Address: ________________________________________________________________

________________________________________________________________________

Phone: _________________________
Current Year in School (Circle one):

| Freshman | Sophomore | Junior | Senior |

1. The Peer Advisor job entails presenting outreach programs to various groups (classes, residence halls, etc.). What experience have you had in public speaking or being in the spotlight?

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2. Please elaborate on an experience with an activity/group/team/volunteer work that you were part of or did. What role did you play and what, if any, leadership positions did you hold?

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