AMERICAN UNIVERSITY
Career Center

202-885-1804 www.american.edu/careercenter Butler Pavilion, 5th Floor

Peer Advisor Position Description

Peer Advisors (PA) are current AU students who promote Career Center service, 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 required

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. Students applying for this position must be available for the entire 2013-2014 academic year.

Required Qualifications

1. Minimum completion of two semesters (at least 15 of those credits must be earned at American University)
2. Genuine interest in assisting students with career-related needs
3. Available to work a minimum of 8-10 hours per week, as well as occasional nights and weekends
4. Available to work throughout the entire academic year (fall 2013 and spring 2014)
5. Strong, demonstrated work ethic
6. Solid public speaking ability
7. Excellent communication skills (oral and written)
8. Ability to work effectively both independently and as part of a team 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

Federal Work Study (FWS) award recipients preferred but not required

Duties and Responsibilities

1. Marketing and Outreach
   - Contact leaders from residence halls and student organizations to present information on Career Center services.
   - 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
   - Meet with students during scheduled office hours, field quick questions, introduce students to Career Center library resources, and provide feedback on resumes and cover letters.

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3. Event Support
    - Promote Career Center events and provide support 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 8-10 hours per week, including occasional evening and weekend hours, as follows:

- Commit to weekly office 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, 3 day training from August 19- 21, 2013.

Compensation

Peer Advisors earn $10.50 an hour or more, depending on experience

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 teamwork, 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 and internship search process and celebrate successes
10. Become a valuable contributor

APPLICATION PROCESS

- Submit application, cover letter, and resume to Tasha Daniels at daniels@american.edu or deliver to Career Center (Butler Pavilion, 5th Floor)

- Application deadline: **Sunday, March 31, 2013.**

- Applicants selected for an interview will be notified by April 10, 2013.

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PEER ADVISOR APPLICATION

E-mail a completed application, cover letter, and resume to daniels@american.edu or drop it off at the Career Center (Butler Pavilion, 5th Floor) by **March 31, 2013.**

NOTE 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:
Contact Information:

Name:
_____
(Last) (First)

AU ID: _____

Address: _____

_____

_____

Phone: _____

E-mail: _____

Current Year in School (Circle one):

Freshman Sophomore Junior Senior

During the 2012-2013 academic year, were you awarded Federal Work Study? Yes ☐ No ☐

Are you planning to study abroad during the 2013-2014 academic year? Yes ☐ No ☐

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Essay Questions
Attach a separate document with typed responses to both of the following questions. Each response should be 250 words or less.

Question 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?

Question 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?