Peer Career Coach Job Description

Peer Career Coaches (formerly known as Career Ambassadors) will assist in coaching students through basic career development topics and help to market the office and services to students and departments. Duties will include but are not limited to the following:

- Assist Career Development Office (CDO) staff with drop-in coaching in the Student Success Center, in on campus liaison areas, and/or virtually via Zoom
- Lead relationships with student campus partners by hosting drop-in hours, creating presentations, and facilitating quick questions with peers
- Initiate and deliver at least 3 presentations per semester on topics such as Resume Writing, Getting Started with Career Development, Finding an Internship, LinkedIn, etc.
- Provide coverage for Fall Career Fair, Spring Career Fair, and Education Career Fair, and other large events as necessary
- Attend weekly meetings and ongoing training on different career development topics
- Market CDO services and upcoming events through social media, word of mouth, student organizations, and additional creative marketing ideas
- Build drop-in hour traffic to increase visibility – Peer Career Coaches will be partially responsible for driving traffic to their drop-in hours and increasing visibility
- Greet employers hosting information sessions or information tables around campus
- Collaborate with the Peer Career Coaching team on CDO projects and events as needed
- Attend a mandatory training session week before the start of fall semester (dates TBD)

In addition to the above, Peer Career Coaches will be responsible for assisting the Career Development Office as an intern in one or more of the following:

- Communications – manage internal Xavier communications across colleges, clubs, athletics, and more
- Employer Relations – provide support to the Employer Relations team by assisting with Handshake approvals, Employer Relations emails, Employer Relations events, and promote job listings
- Events – create canned workshops for clubs and organizations, schedule events, and support to CDO events
- Marketing – develop a marketing strategy to increase student reach and grow participation, manage social media accounts (Facebook, Instagram, Twitter)
- Mentoring – support the Professional Mentor Program and Flash Mentoring with recruiting, partnering, and managing skills

Qualifications

- 2.75 GPA
- Rising Junior or Senior (2021 or 2022 graduation date)
- Willingness to learn and build career development skills
- Ability to commit to a full academic year in this position