

Peer Career Coach Job Description

Peer Career Coaches 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 conversations 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, 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 & Engagement – manage internal Xavier communications across colleges, clubs, athletics, and more
- Diversity, Equity & Inclusion – host drop-in hours in various locations on campus including TRiO, CDI, and CIE, and assist with diversity-related events and programming
- Employer Relations – provide support to the Employer Relations' team by assisting with Handshake approvals, Employer Relations' emails, Employer Relations' events, and job listings
- Events & Programming – create canned workshops for clubs and organizations, schedule events, and support to CDO events
- Mentoring Programs, Alumni Outreach, & Experiential Learning – support the Professional Mentor Program and Flash Mentoring with recruiting, partnering, and managing skills
- Social Media Marketing – develop a marketing a marketing strategy to increase student reach and grow participation and manage social media accounts (Facebook, Instagram, TikTok, Twitter)

Qualifications

- 2.75 GPA
- Rising Sophomore, Junior, or Senior
- Willingness to learn and build career development skills
- Ability to commit to a full academic year in this position

Peer Career Coach Application 2023-2024

The questions below will fulfill the supplemental application requirements for the Peer Career Coach position. Peer Career Coaches work in the Career Development Office (CDO) assisting with various aspects of the career coaching process.

Please be sure you have reviewed the full Peer Career Coach job description found on the One App home page. Responses to the questions below should be 250-500 words per question.

1. What is one service or program you think the Career Development Office could add or improve to be more effective on campus? Please explain. [Required]
2. What is the most important piece of information you feel students need to know about Career Development? Please explain. [Required]
3. If you had to create a billboard to describe yourself in only six words, what would it say? Please explain. [Required]
4. Please rank your interest in each of the internship opportunities: Communications & Engagement; Diversity, Equity, & Inclusion; Employer Relations; Events & Programming; Mentoring Programs, Alumni Outreach, & Experiential Learning; Social Media Marketing. Please explain. [Required]
5. Resume [Required]
6. Cover Letter [Required]
 - a. In your cover letter, please indicate why you are interested in the position and what impact you hope to have in this role.

Please upload a professional resume and cover letter. These should be saved as PDFs prior to uploading to ensure formatting accuracy. We invite you to schedule a resume and cover letter review in Handshake with a member of our team before applying.