

PEER CAREER COACH JOB POSTING

DESCRIPTION/RESPONSIBILITIES:

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, and in on campus liaison areas.
- Host 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, 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 day

In addition to the above, Peer Career Coaches may provide additional assistance from one of the following areas:

- Communications & Engagement
- Employer Relations
- Events & Campus Involvement
- Mentoring Programs, Alumni Outreach, and Experiential Learning
- Social Media Relations

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

REQUIRED DOCUMENTS:

- Resume
- Cover Letter
- Work Availability Form
- OneApp Application (On OneApp Site)
- Instructions to Apply: Click on Apply Button for this posting, upload both your resume and cover letter via Handshake then click on Submit. You will then be directed to the OneApp Application to complete and submit.

Students must be enrolled full-time at Xavier University during the Fall/Spring academic semesters to work in a student employee position. Full time means a minimum of 12 credit hours for undergraduate students and a minimum of 9 hours for graduate students.

If hired, required new hire paperwork must be completed in order to be eligible to begin working in any campus position. This new hire paperwork requires that the student have original forms of acceptable ID with them on campus during the paperwork completion process