



ALVERNO COLLEGE

ESTABLISHED 1887

Non-Exempt Student Position Description

Position Title: Peer Career Coach

Department: Career Studio

Employment Date: Spring 2020 Semester

Post Date: April 2019

Reports to: Assistant Director, Internship Program

Status: Student Employment, Part-time

Primary Function: The Peer Career Coaches (“PCCs”), from diverse academic programs and backgrounds, serve as the student face of the Career Studio setting the foundation as students learn career planning strategies. The PCCs are trained to develop the skills needed to assist their peers with career planning. The PCCs are a crucial part of the Career Studio’s efforts to promote services, program offerings, resources and the studio’s brand across campus. The PCCs coach students on basic job and internship search skills, including: online job/internship search, resume and cover letter writing, occupational research, interview preparation, and LinkedIn profile development.

Principal Responsibilities

1. After intensive training, provide walk-in coaching to students on use of career planning resources, such as online job/internship boards, career inventories, labor statistic websites, graduate school search sites, online training and LinkedIn.
2. Provide excellent customer service to visitors of the Career Studio.
3. Make referrals to professional staff, based on areas of specialization, for follow up meetings.
4. Communicate the strategies for creating an effective resume and cover letter. Review job search documents and provide feedback.
5. Provide guidance on how to market students’ experiences in and out of the classroom to employers.
6. Communicate the strategies for interview preparation and the resources available.
7. Develop and sustain relationships with targeted student organizations to boost early student engagement with the career planning process.
8. Facilitate workshops on career and professional development topics for small groups of students.
9. Maintain student information in accordance with policies and procedures.
10. Participate in and provide support at Career Studio events and seminars.
11. Assist with administrative tasks (e.g. answering the telephone and scheduling appointments).
12. Create/edit documents, such as handouts and publicity materials.
13. Perform other duties as assigned.

Qualifications

1. Currently registered Alverno student who meets Financial Aid *Satisfactory Academic Progress* requirements.
2. Demonstrated enthusiasm for the mission of the Career Studio and for the goal of engaging Alverno students early in the process of career planning.
3. Ability to coach and provide guidance and feedback to students.
4. Proven leadership ability.
5. Excellent interpersonal skills.
6. Strong written and oral communication skills.
7. Ability to multi-task.
8. Ability to work independently and as part of a team.
9. Commitment to promoting and enhancing diversity.
10. Willingness to dress appropriately for professional office setting.
11. Must be able to work a minimum of four hours per week.
12. Must be able to attend a monthly staff meeting.
13. Proficient in Microsoft Word, Excel and PowerPoint.
14. Willingness to learn new web-based applications.
15. Ability to maintain confidentiality.

Working Conditions

General office environment.

Application Directions

All applicants must upload a resume when completing the online application.

Ready to apply? Click [HERE](#) to complete your application.