Purpose of Program

* Increase student awareness about Career Development resources and services
* Assist students with creating résumés and cover letters, practicing interview skills and instructing how to utilize online tools offered by Career Development
* To serve students during hours that are not currently served by professional staff including late afternoon and evening hours

Benefits of Being a Peer Career Advisor

1. Gain valuable skills in leadership, communication, marketing and team work.
2. Receive training in Career Development and assistance with your own career development.
3. Gain experience in project management from conception of ideas through to completion and evaluation.
4. Gain experience in one-on-one and group support, assistance and referral to resources.
5. Gain valuable experience for students who may be interested in pursuing careers in human resources, counseling, management, marketing, student affairs or related field.

Responsibilities of Peer Career Advisors

* Assist students with preparing résumés and cover letters
* Assist students with interview tips and practice interviews
* Assist students with becoming familiar with and using online resources such as Career Development website, LinkedIn, Gustie Jobs, Interview Stream
* Assist students with the use of resources in Career Development Library
* Market Career Development tools such as Career Development website, LinkedIn, Gustie Jobs and Interview Stream to students through presentations, digital slides, blog entries, posters, table tents and other creative methods
* Assist in recruitment of Peer Career Advisors for the following academic year

Expectations of Peer Career Advisors

* Ability to work on a team and individually
* Strong written and verbal communication skills
* Able to work one-on-one with a variety of students and remain friendly, approachable and professional
* Extremely reliable, responsible, enthusiastic and mature
* Must sign a confidentiality agreement
* Must be able to work afternoon and evening hours

A résumé and cover letter are required. You may be asked to complete an interview if your application is considered.  Application review will be begin March 28th and continue until positions are filled. Contact:  Corrie Odland, [codland@gustavus.edu](mailto:codland@gustavus.edu), x7532.