**Career Peer Job Description (Updated September 2018)**

**The UNC Asheville Career Center is seeking a talented student to assist in the day-to-day functioning of the center. This person will possess strong customer service skills, the desire to help their fellow students in career exploration and readiness, and the ability to complete projects as assigned in a timely manner. This position will be under the supervision of Cate O'Connor, Student Engagement Coordinator.**

Essential Duties:

* Serve as a paraprofessional to students for drop ins to the Career Center (training will be provided)
* Perform front desk duties during all scheduled shifts. This includes but is not limited to: Check-in for student appointments, answering the phones and Career Center email address, and providing resume/cover letter/document assistance as necessary
* Maintain and update job postings to ensure the most up-to-date information is available for those seeking opportunities, and approving new employers to post on campus, maintain faculty paperwork process for internships in Handshake
* Build rapport with students, professional staff, and community partners to ensure a welcoming and credible environment for all
* Provide Handshake trainings with campus partners as appropriate
* Work with marketing team to promote events as needed
* Prioritize projects given by multiple staff members to ensure all are completed in a timely manner
* Encourage students to effectively utilize all available career center resources
* Create and utilize daily task log to use as checklist for career peers and staff
* Participate in student facing events as requested. This participation includes but is not limited to: marketing, setup/breakdown activities, student check-in, etc. These events include but are not limited to: Career Fairs, Graduate School Fairs, Internship Expos, etc. Please note, this position is expected to be available for all of these events as their student schedule allows.
* Other duties as assigned

Essential Skills:

* Must be able to work independently, think creatively, and pay attention to detail
* Must have strong collaboration and in-person & written communication skills
* Strong personal organization skills a plus