## Peer Advisor Job Description

This position will work on a team of CDC Peer Advisors, directly with the Assistant Director, Career Services Assessment & Inclusion, in the Career Development Center. Peer Advisors assist and support the Discovering Majors and Careers course for undecided first year students and facilitate drop-ins and presentations with students/student groups on career related topics, resources and CDC services. This position is 10 hours/week.

**Responsibilities:**

* Drop-ins
  + Conduct drop-in appointments (10-15 minutes) and triage students to appointments/pro staff, as needed.
* Discovering Majors and Careers
  + Facilitate discussion with first year students on majors, careers, and resources.
  + Coordinate and facilitate major panels and one-on-one conversations with seniors to share in-depth major information with class.
* Presenting
  + Present and train students on Career Development Topics, such as: Handshake, CDC Resources & Services, LinkedIn & Networking, Elevator Pitches, What to Do at a Career Fair, Resumes, Job Searching, Transferable Skills.
  + Deliver programs to first year students on behalf of the Career Development Center for Insight and other student groups on campus.
  + Most presentations are held in the evening on weekdays between 4-7pm, with occasional daytime and weekends.
* Publications
  + Coordinate with other Peer Advisors to write weekly advice columns for the school newspaper.
* Events
  + Assist events by table sitting, serving on panels, checking students in, answering student questions, and with special career fair responsibilities.
  + Maintain awareness, familiarity, and usage of CDC resources, programs, and events.
  + Assist with other programming activities & projects in the Career Development Center.

**Qualifications:**

* Awareness and usage of CDC services a plus.
* Previous student leadership experience preferred.
* Strong time management and organizational skills.
* Time available to commit to 10 hours/week with some evening work to accommodate student group workshop requests.
* Strong communication skills: collaboration with other peer advisors, presentation skills, public speaking, writing skills, training/advising experience.
* Experience advising/assisting students on WPI resources.
* Experience organizing and managing events/programs.