CAREER SERVICES PEER ADVISOR-Fall 2016

Working under the supervision of a Graduate Assistant Career Advisor and Assistant Director for Career Planning, the Peer Advisors will provide information and assistance to students regarding various aspects of career planning and development.

Duties

- Provide instruction and critique of resumes and cover letters; provide information and guidance to students on finding internships and jobs, interviewing and networking tips, and other career concerns on a walk-in basis
- Facilitate or co-facilitate career workshops
- Perform other duties e.g., career fair support, tabling, reception, data entry, etc., as assigned

Qualifications

- Sophomore or junior status preferred
- Excellent verbal and written communication skills
- Excellent customer service skills
- Ability and willingness to work with a diverse student population
- Ability to work within a team as well as independently
- Internship experience desired
- Experience with Career Services preferred

Requirements

- Must be UMass Amherst Undergraduate student
- Work-study REQUIRED
- Shifts are between 1-4pm Monday-Friday; Wednesdays 4:45-7:15pm; with some morning, evening, and weekend hours possible
- Must be available for 5-10 hours of work a week
- Must be available for mandatory training on Saturday September 10th from 9am – 5pm. Lunch will be provided.
- Must be available for two mandatory hour-long meetings per month, schedule TBD

Applications will be reviewed as soon as they are received.
Submit resume and cover letter to:
Adane Miheretu, Graduate Assistant Career Advisor, Career Services: amiheretu@sacl.umass.edu