Career Ambassador Positions with SPHHS

Undergraduates

Type of Position: Unpaid Internship For Credit only

You must be available for the entire academic year; one semester is not an option.
The university credits earned will be 3 general credits per semester, totaling 6 general credits for the year (not departmental credit).

● For more information on the university credited process visit: http://www.umass.edu/careers/internships/process/

Description:
As a Career Ambassador, your primary responsibilities will be to hold approximately 8 office hours per week in Arnold room 136. During office hours, you will provide advice and critiques for your peers on documents such as resumes and cover letters, personal statements for graduate school, job search resources (both web and hard copies) and be able to answer general career advice questions. Expectations will also include knowledge of LinkedIn and other forms of social media/networking.

Eligibility:
● Commitment for the entire academic year of September 2019 - May 2020. Do not apply if you are only available for one semester.
● Rising Junior or Senior undergraduates preferred; rising Sophomore students will be considered
● Must be majoring in one of the following SPHHS areas: Nutrition, Communication Disorders, Kinesiology, Public Health

Benefits:
● Gain valuable skills in one-on-one advising, leadership, interpersonal communication, and teamwork
● Receive extensive training in resume, personal statements, and cover letter writing
● Learn how to provide constructive feedback both in-person and electronically
● Tangibly give back to community by helping fellow peers learn about job search resources, websites and additional resources
● Obtain an internship that elevates practical counseling skills, ability to work collaboratively, as well as emphasizing attention to detail

Main Duties:
● Deliver constructive criticism in a positive manner on a walk-in basis to both undergrad and graduate students seeking assistance
● Provide instruction, feedback, and editing for resumes, cover letters, and personal statements
● Provide guidance to students on finding internships and jobs, networking tips, and other career-related concerns
● Assist with career fairs behind the scenes; represent the department at open houses or tabling events
● Present classroom presentations or workshops that center around your department or program
● Attend weekly staff meetings and all on-going training/professional development sessions
● Perform other office duties as assigned such as data entry or creating handouts for office use
Position Requirements:
- Willingness and ability to work supportively and effectively with people from a variety of backgrounds and identities which includes but is not limited to: race, ethnicity, nationality, disability, sex, gender identity & expression, religion, sexual orientation and age
- Strong verbal and written communication skills; ability to be supportive and non-judgmental
- Enthusiasm and motivation surrounding career topics
- Ability to represent SPHHS Career Planning in an approachable and informative way
- Able to work with minimal supervision and be flexible with your schedule
- Excellent attention to detail and strong command of English language
- Substantial customer service skills

Preferred Qualifications:
- Previous internship, volunteer, event planning, or extracurricular experience
- Previous mentoring, coaching, one-on-one tutoring or counseling/advising experience
- Editing or writing experience

Please Note: there is a mandatory training scheduled for Saturday, Sept. 7th, 2019 from 8am-5pm. If you cannot participate in this training, unfortunately you will not be considered for the position. Lunch will be provided.

To Apply:
Please submit your resume and cover letter detailing how your previous experience and/or transferable skills have prepared you for this position. Be sure to include your motivation for becoming a Career Ambassador and how it will help you in your future endeavors. Send materials electronically to careerambassadors@umass.edu or drop it off in person during walk-in hours. If you have any particular questions feel free to contact one of the current Career Ambassador Peer Advisors in Arnold 136 (previously Arnold 119).

Due Date:
All applications are due on Monday, March 18th by 8:00am extended until positions are filled. The first round of interviews will be scheduled between Wed March 19th – Mon April 8th, 2019. Finalist interviews will be held Tues April 9th – Fri April 12th. All candidates will be notified of their application status the week of April 15th.