Career Ambassador Positions with SPHHS

Type of Position:
Internship for credit. (3 credits each semester totaling 6 for the academic year) You must have a faculty sponsor in order to get university credit. The university credits will be general (not department credit) To obtain the necessary information and start your paperwork go to http://www.umass.edu/careers/internships/process/ for more information on this process.

Benefits:
- Gain valuable skills in one-on-one advising, leadership, interpersonal communication and team work
- Receive extensive training in resume, cover letter writing and job search strategies
- Give back- an opportunity to help others in a practical and tangible way

Description:
As a Career Ambassador, your primary responsibilities will be to hold office hours (approximately 8 hours per week) in Arnold room 117 and provide advice and critiques for your peers on resume 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. This will also include knowledge of LinkedIn, and other forms of social media and networking.

Eligibility Requirements:
- Rising junior or senior undergraduates preferred, sophomores and graduate students will be considered
- **Commitment for the entire academic year September 2017 -May 2018** do not apply if you are only available for one semester.
- Must be majoring in one of the following SPHHS areas (Communication Disorders, Kinesiology, Nutrition, Public Health)

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 edits for resumes, cover letters; and personal statements
- Give guidance to students on finding internships and jobs, and networking tips, and other career concerns
- Assist with career fairs behind the scenes, represent the department at open houses or tabling events
- Present or assist with 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 duties as assigned; data entry, tracking of walk-in statistics etc...
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 communication skills, ability to be supportive and non-judgmental
- Enthusiasm and motivation surrounding career topics
- Ability to represent SPHHS Career Services in an approachable and informative way
- Able to work with minimal supervision and be flexible with your schedule
- Strong verbal and written communication skills
- Excellent customer service skills

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

Training and Time Commitment is Mandatory.
We will meet the first week of school for two hours prior to the all-day training scheduled for **Saturday, Sept. 9, 2017 from 9am-5pm**. Lunch will be provided. The time commitment during the first week and regularly scheduled staff meetings will be dependent upon everyone’s availability.

You will be expected to review training materials on your own time each week until you feel completely confident in your new role.

To apply:
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 what your motivation for becoming a Career Ambassador is and how it will help you in your future endeavors.

Application Due Dates:

**TWO OPTIONS**

3/10/17- Drop of hard copies of your resume and cover letter to the PH Peer Advising office in Arnold room 119 before 4pm on Friday or

3/17 /17- Email your cover letter and resume directly to Mary Ellen Liseno, Associate Director for Career Planning at meliseno@umass.edu by 5pm

Any questions feel free to contact Mary Ellen directly via email or phone 413-545-6264. Office location is Arnold 116.