

Position Description: Peer Career Educator (PCE)

- Non-paid SoE fieldwork/internship opportunity (6 – 15 hrs./week for 20-21 academic year)
- 4-month minimum commitment required

Description:

The Office of Career & Professional Development (OCPD) is seeking School of Education graduate students from the School Counseling and Higher Education programs to be graduate Peer Career Educators (PCEs) during the 2020-2021 academic year. PCEs provide peer career education & development assistance to fellow bulldogs including undergraduate/graduate students and alumni.

Learning Outcomes:

- Make a difference in the Univ. of Redlands community by helping students (undergraduate and graduate) and alumni define, develop, and grow their career goals while also enhancing your own
- Articulate the value of your experiences on future résumés and cover letters
- Build leadership & teamwork skills by collaborating with peers, staff, and faculty
- Gain a better understanding of professionalism and career management
- Strengthen interpersonal, advising, public speaking, programming, and marketing skills
- Collaborate with staff to create resources for all constituency groups (CAS, grads, alumni, employers, etc.) and work to enhance programming

Specific Duties (Direct/In-Direct Hours Attainable)

- Serve as the front line to welcome visitors to our office and guide them around campus
- Advise students during 1:1 and group consultations (in-person and virtual mediums) and provide reviews of résumés, cover letters, and other application or networking documents
- Develop and facilitate outreach efforts to increase student engagement with our office and to encourage participation in sponsored opportunities, programs, services, and events
- Advertise and promote resources, services, and events through the development and distribution of marketing materials
- Assist students with exploring careers by locating job-related information and resources
- Facilitate workshops and present resources/information to different student populations and in various settings (classrooms, student orgs, etc.)
- Assist professional staff with various projects and administrative duties as assigned
- Participate in all initial and ongoing training sessions/meetings

Preferred/Additional Duties

- Available to assist with occasional evening and/or weekend events
- Ability to learn multiple online computer systems including Handshake, the OCPD's management system for all student/alumni career resources, events, and employer engagement
- Maintain at least a 3.0 GPA

Skill/Background Needed:

- Interest in learning about the field of career development and the world of work
- Interest in assisting peers with career goals and concerns
- Strong interpersonal skills, comfortable working with people from diverse backgrounds
- Strong written/oral communication skills in 1:1 settings and group presentations
- Creative and enthusiastic during independent work and team collaboration

Application Details:

Please submit résumé & cover letter to Lauren Wooster: ocnd@redlands.edu