

Peer Career Educator Fieldwork Opportunity

Position: Peer Career Educator (Fieldwork Placement)

Department: Office of Career & Professional Development (OCPD)

Description: Are you interested in an opportunity to take initiative and contribute meaningfully to your fieldwork site? If so, the OCPD may be the right place for you. You will earn direct hours through 1:1 and small group coaching/presenting. Our office is a dynamic team environment where all PCEs work together to increase student success and support customer service initiatives within our office, while significantly enhancing their own professional development abilities.

Key Duties:

- direct career education to students/alumni (1:1 and small group)
- supporting/motivating students to achieve their professional goals
- assisting the Associate Director with classroom presentations and events
- managing employer database/tech: Handshake, Alumnifire, and more
- creating original content for website resources and weekly training topics
- providing customer service: welcome drop-in visitors, phone calls, and office email responses
- provide administrative support to OCPD staff as needed
- other duties as assigned

Qualifications:

1. Ability to take initiative.
2. Willingness and ability to assume responsibility for confidential information.
3. Exceptional written and oral communication skills, particularly for giving presentations.
4. Strong interpersonal skills, comfortable working with people from diverse backgrounds.

Preferred Experience:

- Current Enrollment in the University of Redlands School of Education Higher Education or School Counseling program.
- Completed Counseling 101 course.
- Experience giving presentations and leading groups.

Marketable Skills PCEs Learn:

1. Interpersonal skills to develop relationships with Higher Education stakeholders (employers, alumni, students, staff, trustees, and parents).
2. Learning to navigate change in a department with a range of new initiatives, resources, and programs.
3. Experience developing content tailored to different audiences (all stakeholders).
4. Enhance your ability to articulate the value of your work on future job applications.
5. Build leadership and teamwork skills through diverse campus wide collaboration.

Fieldwork details:

- Required 4 month commitment to finish 1 whole academic term on the College of Arts & Sciences (undergraduate) calendar
- Hiring Seasons:
 - Spring: Early January – end of April (or beyond) APPLY BY DECEMBER 1
 - Summer: Early May – end of August APPLY BY APRIL 1
 - Fall: Late August – early December (most critical need for PCEs) APPLY BY AUGUST 1
- Ideal work hours are M-TH between 11 am – 5 pm and Fridays between 8 am – 2pm

To apply: Submit a Résumé & Cover Letter (REQUIRED) to ocpd@redlands.edu

Supervisor: Lauren Wooster, Associate Director for Career Strategy & Integration