Title: Peer Career Coach  
Office: Career Services  
General Supervisor: Desmend Jetton, Career Development Coach, Career Services

Position Details
- **Hours/week:** Approximately 12 hours/week  
  - About 4 hours/week in the Career Services office (Hermann Hall 113) during normal business hours and about 8 hours/week at alternative locations on campus (such as the library, MTCC, etc.) during the lunch period, evenings, and/or weekends  
  - The minimum number of hours in the Career Services office would be 4 hours/week, and the maximum would be up to about 8 hours/week  
- **Start date:** Fall 2019, potential for summer 2018 hours  
- **Duration:** year-long position, with the possibility for re-hire the following year(s) pending strong performance

General description
Peer Career Coaches (PCCs) are vital members of the Career Services staff. PCCs serve as campus leaders to fellow students in the career development process. PCCs are responsible for providing peers with resume, cover letter, LinkedIn, Handshake, and other professional advice through walk-in advising sessions on both an individual and small group level. Additionally, PCCs will support the operations of the Career Services office in Hermann Hall 113, which may include special projects, entering data, and reviewing online documents. This paid hourly position reports to the professional career coaching staff in Career Services. All Peer Career Coaches will receive the necessary training to be effective in their work. While prior experience is not required, a strong sense of professionalism and a motivation to learn are. This is an exciting opportunity to be part of a new initiative, to be a leader on campus, and to expand your professional network!

General responsibilities
- Advise peers on resume and cover letter writing, LinkedIn profiles, Handshake, and other professional development strategies  
- Market Career Services programs and events to students  
- Review some resumes and cover letters submitted online in Handshake  
- Enter and analyze Career Services data  
- Occasionally assist Career Services staff with the planning and execution of career events, including the Career Fair, panels, workshops, etc.  
- Participate in weekly team meetings  
- Other career development projects as assigned

Qualifications
- Enrolled full-time at Illinois Tech  
- Strong interpersonal communication skills, including being empathetic and being able to make others feel comfortable around you
• Exceptional grammar and editing skills for documents in English
• A history of campus and/or community involvement and leadership
• Proven ability to work well independently and on teams
• Proven record of consistently and effectively taking initiative and being flexible
• Strong organizational skills, both in terms of time management and in detail-oriented work
• Demonstrated reliability and trustworthiness, especially when it comes to working independently and with little supervision
• Demonstrated intercultural experience and competence, as well as a commitment to diversity and equity
• Familiarity with Microsoft Office and Google programs (Google mail, calendar, drive, etc.)
• Must remain in good academic and judicial standing at Illinois Tech

Preferred skills and qualifications
• Past experience doing an internship and/or co-op
• A history of using social media to promote activities, causes, etc.
• Knowledge of, and preferably proficiency in, other language(s), especially Mandarin and/or Spanish
• Commitment to giving back to university community