Title: Peer Career Coach  
Office: Career Services  
General Supervisor: Tiara DeGuzman, Career Development Coach, Career Services  

Position Details  
● **Hours/week:** 10-12 hours  
  ○ Hours are typically held in or surrounding our office located in MTCC Room 106. Hours can also take place in other campus locations such as the Galvin Library, Crown Hall, Kaplan Institute, etc. during the lunch period, evenings, and/or weekends.  
● **Start date:** August 2020 (specific date tbd)  
● **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, Handshake & Linkedin profiles, interview tips, and other professional development strategies  
● Market Career Services programs and events to students  
● Review resumes and cover letters submitted online in Handshake  
● Conduct career workshops for peers  
● Assist Career Services staff with the planning and execution of career events,
including the Career Fair, panels, workshops, etc.

- Participate in weekly team meetings and required trainings
- 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 editing documents in English
- A history of campus and/or community leadership experiences from high school or during time at Illinois Tech
- Proven ability to work well independently and on teams
- Proven record of consistently and effectively taking initiative and being flexible
- Strong organizational skills
- 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.
- Proficiency in multiple languages, especially Mandarin and/or Spanish
- Commitment to giving back to university community

If you have any questions, please email careerservices@iit.edu or tdeguzman@iit.edu