**UNIVERSITY OF NEBRASKA-LINCOLN**

**UNIVERSITY CAREER SERVICES**

**Peer Career Guide**

**2019-2020**

University Career Services (UCS) is seeking undergraduate students of all majors to be Peer Career Guides for the 2019.20 academic year.

**As a Peer Career Guide, you gain:**

* Interpersonal and problem-solving skills through 1:1 advising and intake training and experience
* Written and personal communications skills and group presentation skills
* Professional and graduate program readiness and competitiveness
* Mentoring and partnership with Career Advisors
* The know-how to map your career and life goals

*And you will be a part of a fun, energetic, and friendly team!*

**Responsibilities**

* Meet 1:1 with students on career related concerns including application materials and job search.
* Assess student needs, provide initial direction and referral to appropriate services and resources.
* Teach students how to identify and position themselves in application materials.
* Follow-up with students regarding progress on next steps towards career goal(s).
* Present to student groups on UCS and job search related topics.
* Promote resources, services, and events of UCS.
* Support activities related to career fairs and student programs.
* Research and recommend new resources and services.
* Consult on promotional and educational communications and programming.
* Assume other duties as assigned.

**﻿Qualifications**

* Excellent interpersonal skills, empathy, and the ability to build rapport with diverse individuals
* Positive and friendly attitude with an interest in helping others
* Strong verbal and written communication skills
* Prompt, reliable, and able to work independently as well as part of a team
* Current undergraduate in good academic standing
* Prior mentoring, teaching, or coaching experience preferred
* Must be available to work a minimum of a full academic year
* Must be available for Peer Career Guide weekly meetings, Wednesdays, 4:30-5:30pm through the academic year, student breaks excluded
* Must be available for comprehensive training held August 19-23, 2019, 8:30am-5pm

**Schedule / Pay**

10-20 hours/week during the academic year in a minimum of three days/week in shifts of 2 or more hours/day. Standard hours available are between 8:30am and 5:00pm, Monday-Friday, with some evening hours required. Rate of pay starts at $10/hour.

**To Apply**

Send resume and cover letter to Emily Wilber, [emily@unl.edu](mailto:emily@unl.edu).