

STUDENT EMPLOYMENT @ LUC

STUDENT POSITION DESCRIPTION SAMPLE

Position Title: Career Peer

Compensation: \$17.00 per hour

Employer Name: Career Development Center

Location: Sullivan Center, Suite 280, Lake Shore Campus

Job Duration & Hours: The Student Office Assistant position is 10-12 hours per week for the 2024 - 2025 academic year. Generally, students interested in this role should have availability to work Monday - Friday between 9:00am - 5:00pm.

Federal Work-Study: This position is eligible for federal work-study

Position Report To: Operations Coordinator

General Position Description: The Career Peer plays a critical role within Career services, contributing to our mission of serving all undergraduate and graduate students as well as alumni by providing resources and expertise to help with major selection, discernment, internship, and advising by staffing Career Services front desks, hosting career programming, and presentations, and creating marketing materials. Career Peer are called to build equitable culture of career on campus, represent Career Services with pride, and provide excellent service.

Key Responsibilities:

- Respond to Career Services emails and phone calls in a timely and professional manner, trouble shooting the needs of each contact and connecting them to appropriate resources.
- Design and develop visual material for fairs/event and programs - This includes designing graphics for flyers, website, social media, and other promotional materials with Canva.
- Lead presentations for classes, student organizations and departmental student leaders during the academic year on various career-related topics such as resume/cover letter writing, interviewing prep, and more.
- Serve as a resource for fellow students regarding career development issues by demonstrating empathic listening, positive role modeling, and practicing reflection on work experiences.
- Multi-task front desk responsibilities while also executing various administrative projects from Career Services staff.
- Assist staff in identifying student interests and concerns that may drive changes in programming and procedures.

Minimum Skills & Qualifications:

- Federal Work Study applicants preferred but not required
- Familiarity with Outlook, Canva, and Handshake preferred
- Excellent communication, interpersonal, and leadership skills
- Technological savvy, detail and customer service oriented
- Must be a current freshmen or sophomore
- Must be available at least 10-12 hours per week, for 3-5 hour shifts between 9am - 5pm (Scheduling needs of the office vary by semester). Please share your full availability when applying.

What you will gain from the position:

As a result of participating in this position, you will gain mentorship/coaching skills, grow in your understanding of professionalism as well as network and interface with new relationships and possible employer opportunities. Our team will invest their time and energy toward your personal and professional development. This is a great resume builder for interpersonal skills, recruiting skills, professional acumen, student development and student coaching.