Beloit College
Student Employment Job Description

Position Title: LAPC Career Peer Advisor
Hourly Rate: $7.75

Department: Liberal Arts in Practice Center
Supervisor: Program Coordinator

Work Location: Liberal Arts in Practice Center
Account Number: 01-40325-00000-00000-xxxxx

Do multiple individuals hold this position at one time? ☑ Yes ☐ No

Number of positions available: 4

Work Schedule

A student in this position can expect to work varied hours per day, up to 9 hours per week.

The student will work ☑ Monday thru Friday ☐ Saturday ☐ Sunday ☐ any day of the week.

Hours are available during the following times of the day: 8:00 am - 5:00 pm, with occasional evenings.

Department/Position Overview

Career Peer Advisors support Career Development programming within the Liberal Arts in Practice Center. Career Development Peer Advisors provide advising and create resources for all areas of career development, including career and major exploration, internship and job searches, resume and cover letter writing, interviewing, networking, graduate school planning and related career areas. They also play an instrumental role in developing career development programs and events.

Career Peer Advisors interact with students, faculty, staff, alumni, parents, employers, and community partners in the course of their duties; however, they primarily serve students in a peer-advisor capacity.

Career Peer Advisors will develop a full understanding and be able to articulate the goals, objectives, and programs of the Liberal Arts in Practice Center; they will act in adherence with professional standards and ethics; they will maintain confidentiality; and they will communicate appropriately with all constituencies.
Description of Duties and Tasks

- Interact with and convey a positive attitude to visitors and the campus community in person or by phone
- Conform to an established work schedule; reliably work set hours as assigned
- Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
- Maintain the confidentiality of departmental/employee/student information
- Run errands on and/or off campus, including campus mail pick-up and delivery
- Perform light cleaning, departmental organization, and upkeep as required
- Work efficiently and accurately without immediate supervision
- Provide one-on-one advising to students on career-related areas
- Coordinate events
- Develop publicity materials for events and the LAPC
- Facilitate presentations

Required Training and Skills

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here: MS Office and Adobe Acrobat; Google Docs,
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: Interested in developing skills in professional advising or mentoring, communications and marketing, event planning and project management.
- Public speaking and presentation skills
- Familiarity with or interest in specific new media platforms, including: Facebook, Instagram, LinkedIn, Hootsuite and Twitter