

Spring 2010 Job Description

For Pomerantz Career Center Peer Advisors:

Thank you for your interest in the Pomerantz Career Center Peer Advisor Program. Peer Advisors are unpaid interns who are an important part of Pomerantz Career Center. They help students with career explorations and job searches by answering general questions, advising students on general career topics, and teaching students how to use different Pomerantz Career Center resources. Involvement in the Peer Program is a great way for students to earn internship/academic credit while mapping out their own career paths.

Peer Advisor Duties

- 1) Meet with students individually to help them develop cover letters and resumes
- 2) Assist Career Advisors with various Pomerantz Career Center programs and projects
- 3) Assist students with resources available through the Career Center
- 4) Instruct students on the use of Employment Expo, the UI job search database
- 5) Work at Pomerantz Career Center Fairs and other promotional events
- 6) Assist with office outreach by presenting information to classes and student organizations

Additional Responsibilities

- 1) Attend required trainings on January 14 & 15 (both days 9 a.m.-4 p.m.)
- 2) Attend weekly group meetings
- 3) Complete assignments regarding career topics
- 4) Requires a 10 hour per week commitment (can be registered for internship notation)

Benefits

- 1) Gain useful knowledge for personal job and internship searches
- 2) Build relationships with Career Advisors that can aid your personal career development
- 3) Develop communication and public relations skills
- 4) Earn credit (Internship or Academic depending on major)
- 5) Develop advising skills that can be used in a variety of career areas
- 6) Build and/or enhance public speaking and presentation skills to diverse audiences

Important Timeline:

Information Sessions:

-Tuesday, November 10, 12 pm, C310 Pomerantz Center

-Wednesday, November 11, 4pm, C310 Pomerantz Center

Application Deadline:

-Tuesday, November 17 at 4 p.m.

Interviews:

-Tuesday, December 1- Friday, December 4

If you have additional questions, please contact Alicia Joens, Peer Program Coordinator, via email at alicia-joens@uiowa.edu.