What Does a Peer Advisor Do?

- Assist students and alumni with resume and cover letter writing, and interviewing skills
- Participate in Career Services events including: Major and Minor Fair, Career Fair, Etiquette Dinner, Teacher Candidate Professional Development Day, and Mock Interview Days
- Utilize the Hire-a-Falcon online recruiting system to assist students
- Facilitate presentations on career-related topics to student organizations and residence halls
- Attend biweekly Peer Advisor group meetings as well as one-on-one meetings with supervisor
- Utilize creativity when assisting with office projects as requested by professional staff

Benefits of Being a Peer Advisor:

- Gain professional experience for your resume
- Receive career development training
- Network with students, alumni and employers
- Improve professional communication, leadership and interpersonal skills

Qualifications to Become a Peer Advisor:

- Excellent ability to communicate in a professional manner, both verbally and written
- Experience utilizing the Career Services office and attending events is considered an asset
- Demonstrate professionalism and ability to take initiative
- Strong interpersonal skills to effectively work with and establish rapport with a diverse group of students and alumni
- Strong work ethic and an ability to work independently and as part of a team
- Solid organizational and time management skills to balance schedule of classes and work
- Minimum GPA of 2.75 is required

Training & Start Date

- Mandatory training August 26-27, 2015
- Regularly scheduled hours would begin the first week of classes, Peer Advisors work 8-10 hours per week during academic year, based on class schedule

Compensation:

- $8.00 work study or student assistant

Application Process:

All application materials can be found and submitted online at www.uwrf.edu/CareerServices, we are requiring:

- Online Application Form
- Resume
- 2 Professional Reference Forms

Application Deadline: Friday, March 6, 2015 at 12:00 p.m. (Noon)

Additional Information, Contact:
McKenna Pfeiffer, Assistant Director
(715) 425-3572
mckenna.pfeiffer@uwrf.edu