What Would I Learn?
- Develop your professional, leadership, teaching, communication, marketing, and event planning skills
- Acquire new knowledge that will benefit you throughout your education at Bradley University and into the professional workforce
- Network with major employers of Bradley University graduates and interns

Qualifications
- Bradley undergraduate with at least Sophomore standing by August 2013
- In good academic standing, full-time enrollment, with a minimum cumulative GPA of 2.75
- Positive attitude and desire to help others; respectful and tactful
- Motivated, able to work independently and take action as needed in positions of leadership
- Strong interpersonal and communication skills, with good team spirit and creativity in seeking solutions
- Knowledgeable in basic computer systems/programs; ability to learn to use specialized software
- Familiar and comfortable working with social media and job search websites (i.e. eRecruiting)
- Professional, prompt, reliable, and committed to the SCC internship and to the mission of the Smith Career Center
- Committed to upholding confidentiality and integrity regarding student records / client information
- Intention to work in the Smith Career Center 1-2 years preferred (at least 2 semesters required)
- Expected to register the experience as an internship with the Smith Career Center

Responsibilities:
- Encourage and equip students to effectively utilize SCC services, personnel, presentations, technology, and resources
- Conduct marketing and outreach efforts through appearances on campus (e.g. attending Late Night BU, setting up tables around campus, attending career related workshops or speaking at outreach events)
- Manage projects as individuals and in teams
- Hold weekly resume walk-in hours, providing advice to students on an individual basis
- Generate new ideas; Create and implement student-focused events and programming
- Schedule, customize, and conduct career-related workshops to student groups and organizations
- Assist with planning and activities related to the various career fairs and special events hosted by the SCC
- Attend and participate in weekly Career Peer Advisor meetings
- Provide a helpful student perspective on specific topics when consulted by SCC staff
- Help maintain SCC presence on various social media platforms (e.g. Facebook)
- Greet employers and assist with employer outreach, fostering positive relationships between them and the Smith Career Center (including phone calls, mailings, planned visits, etc.)
- Serve as ambassadors during various campus and community events (e.g. activities fair, job fairs, etc.)
- Model professional behavior at all times
- Perform various customer service, data-entry, and administrative tasks in the office and other duties as assigned

Time Commitment:
6-8 hours per week, including some evening and weekend hours required

Compensation:
$9.25 per hour

TO APPLY:
Submit your completed application materials including application form, cover letter, and references to ksnelson@fsmail.bradley.edu by Tuesday, March 5th at 5pm. For additional information or questions, contact Krista Nelson, Smith Career Center Graduate Assistant, via email or by phone at (309)677-2510.
Purpose of CPA Program: To assist the SCC staff with outreach and delivery of job search preparation to students

CPA Hours: Minimum 6 Hours Weekly

- **2 hours weekly:** Walk-In Hours
- **2 hours weekly:** CPA meetings, preparation time for workshops, presentations, programming, events, etc.
- **2 hours weekly:** presentations/outreach activities

- Become knowledgeable of overall SCC services and resources; specialize in “targeted” areas as assigned.
- Obtain knowledge of appropriate resumes and cover letters and review with students as instructed by SCC staff.
- Conduct walk-in hours to provide assistance in all areas of the job search letters, interviewing, online applications, online resources, on-campus employment, job search strategies, etc.
- Conduct outreach to student organizations, schedule and conduct presentations, and promote SCC resources and career advisor services.
- Promote SCC services to students, faculty and staff through individual college activities, specific class presentations, and student organization presentations and other outreach efforts.
- Identify marketing opportunities for SCC resources and services (ex: special event outreach such as Late Night BU and other campus events)
- Identify and target opportunities that address the needs of college specific peers.
- Support planning and participate in SCC activities and events (ex: Fall/Spring job fairs, resume critique day, internship events, etc.)
- Serve as SCC liaisons and ambassadors during campus activities (ex: Activities Fair, Taste of Bradley, Late Night BU, advisory board meetings, and other campus and community events)
- Assist career-related program development (ex: develop and conduct specialized workshops)
- Assist students with utilization of SCC services and resources, refer students, faculty and other university staff members to SCC Career Advisors as appropriate.
- Develop and implement career programs of choice (ex: career/internship events, guest speakers, employer sit visits, etc).
- Participate in SCC Career Peer Advisor meetings once a week
- Track resume reviews, presentations, contacts, and event participation on a weekly basis
- Prepare monthly progress reports
- Develop and manage projects as individuals and as a team
- Participate as a team in CPA work hours and brainstorming sessions on a weekly basis
- Participate in supervisor meetings mid-semester and end of semester.
- Register CPA position as an Internship and complete all necessary paperwork on a timely manner
- Participate in training workshops on various career related topics throughout the year
- Check and respond to emails within the CPA email account in a timely manner
- Assist with development and promotion of SCC social networking sites (ex: Facebook, Twitter, SCC Blog, etc.)
- Provide exceptional customer service at SCC front desk area, on the phone, and/or in the career library
- Assist with outreach to employers including phone calls, mailings, planning visits, etc.
Career Peer Advisor Application

Contact Information

Full Name: ________________________________________________________________

Major(s) & College(s): ______________________________________________________

Minors/Areas of Concentration: ___________________________ Expected Graduation Date: _______________________

Hours Completed at Bradley: __________________________ Overall GPA: __________________________

Other Schools Attended (Beyond High School): __________________________________________________________

Are you Currently Employed? Y N Current Employer: ___________________________ Hours/Week: ______

Current Address: ________________________________________________________________________________

Permanent Address: ______________________________________________________________________________

Email Address: ___________________________ Cell Phone Number: __________________________

Do you currently qualify for Federal College Work Study? YES NO DON’T KNOW

Have you worked in another office/department on the Bradley campus? If so, list the office, supervisor, and semester.

_______________________________________________________________________________________________

Resources at the Smith Career Center:

How have you utilized the Smith Career Center previously? What was your experience like?
What other activities are you involved in on campus? Other areas of interest?

Is there anything else you would like us to know about you?

Cover Letter & Resume
Along with this application, please submit a copy of your professional resume including all college and student organizations, Greek involvement, leadership positions, and volunteer and work experience. In addition to your resume provided a cover letter addressing your qualifications for the position and why you want to be a Career Peer Advisor in the Smith Career Center.

Please return all completed application materials to the Smith Career Center, Burgess Hall, Room 104 by 5pm on Tuesday, March 5th. For additional information or questions, contact Krista Nelson, Graduate Assistant, at ksnelson@fsmail.bradley.edu or at (309) 677-2510.