Career Advisor Trainee
(Remote)

Hameetman Career Center

SUMMARY/DUTIES/RESPONSIBILITIES:
If you are interested in working with the Career Services team; helping Oxy students; and getting a jump-start on your career exploration, then this is the job for you. As a Career Peer Advisor Trainee (CPAT), you will have an opportunity to make the most of your Oxy experience.

- Assist the Career Services team with all aspects of our operations
- Learn all career center resources, especially Handshake and provide guidance to students to help schedule appointments, moderate Zoom technology for events, etc.
- Successfully complete a variety of projects and administrative tasks
- Successfully complete HCC seminars, workshops and Career Peer Advisor training
- Inform students and campus community about employer recruiting events, such as information sessions, interviewing opportunities, and online job postings
- Attend all required team meetings as scheduled by the HCC staff
- Perform other duties as assigned

PREFERED QUALIFICATIONS:
- You like to have fun and want to be a part of a team!
- You have received a Work Study Financial Aid Award
- You are a new first-year student who has completed a Resume Writing and an Interview Skills workshop OR you are a sophomore who has completed HCC 101 and HCC 102
- You have experience using MS Word, PowerPoint, and Excel (basic proficiency required)
- You possess strong communication skills – writing and public speaking
- You can demonstrate evidence of leadership, dependability, initiative, and attention to detail

Position Start Date: September 11, 2020
Position End Date: November 15, 2020
Starting Pay Rate: $15.00/hour

Work Schedule: Career Peer Advisor Trainees will be scheduled to work up to eight (8) hours per week, and need to be available a minimum of two (2) consecutive hours, Monday - Friday between 11:00 am – 1:00 pm, 1:00 pm – 3:00 pm, and 3:00 pm – 5:00 pm, at least five (5) times a week.
To apply, please submit a student employment application, one page resume and cover letter explaining how your qualifications meet the requirements for the position to: Claudia Aguilar, Assistant Director Career Education and Advising, cbiezonsky@oxy.edu.