



## Peer Career Advisor Trainee (Remote) *Hameetman Career Center*

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Fall 2020

### **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

### **PREFERRED 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:** October 12, 2020

**Position End Date:** November 15, 2020

**Starting Pay Rate:** \$15.00/hour

**Application Deadline:** September 25, 2020

**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

**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](mailto:cbiezonsky@oxy.edu).**