

Peer Career Advisor (PCA)

THE IMPORTANCE OF STUDENT LEADERS AT KNOX

Student leaders play a vital role in shaping the Knox College experience. While our leadership opportunities are diverse, each has the common goal of enhancing campus life, complementing the academic experience, and upholding the College's values of critical thinking, inclusivity, respect and support. Student leaders are able to affect change on campus through mentoring, advocacy, peer education and program development. They experience the fulfillment of service as well as the added benefit of marketable skills such as communication, conflict resolution, and time management.

Overview

Peer Career Advisors (PCAs) proactively promote student success by offering direct, career-related services and resources. PCAs will assist their fellow students in developing effective job search skills, resume writing, interviewing strategies and utilizing online career resources. In addition, they will oversee marketing and promoting events through social media and community outreach. All PCAs will go through training on all materials and resources and will report to Lexi Hunter.

Responsibilities

- Provide students with their first point of contact when they come to the office.
- Assist students, individually and in groups, with resume writing, interviewing, and other skills related to the job search process for both internship and job opportunities and enhance their understanding of available resources and platforms.
- Support the Center for Career Success's presence on social media platforms and help create, share and publish content, including reels and videos.
- Recruit peers and student organizations to participate in professional development and career related events.
- Plan, host and help manage career, networking and recruiting events.

Required Qualifications

- Maintain good academic and social standing at Knox College for the entire academic year.
- First year, second year or third year standing.
- Possess strong writing and public speaking skills, with a friendly and welcoming demeanor.



- Evidence of leadership, dependability, initiative, creativity, and attention to detail.
- Sincere interest in Career Success and representing us proactively on campus.
- Experience with social media and digital marketing using Canva, InDesign, Publisher or similar program.

Skills You Will Develop in This Position

Critical Thinking, Teamwork, Written Communication, Verbal Communication, Interpersonal Communication, Equity & Inclusion, Leadership, Technology, Professionalism, Time Management, Technology, Self-Development, Event Planning, Research, Customer Service, Project Management, Attention to Detail

Compensation

Compensation will be adjusted to reflect hourly minimum wage increases as appropriate and are expected to contribute 10 hours of service each week.