

Massachusetts Institute of Technology (MIT)
Career Advising and Professional Development (CAPD)
Peer Career Advisors 2019-2020

Are your friends often asking for career advice? Do they look to you for help polishing a resume? Are you interested in boosting your professional skills and empowering your peers to do the same? Have you considered becoming an MIT Peer Career Advisor?

Description:

CAPD is seeking to hire multiple Peer Career Advisors (PCAs) for the 2019-2020 academic year. PCAs assist MIT undergrads during individual career appointments, and advise on career topics such as resumes and cover letters. PCAs could additionally assist on topics such as basic internship search strategies, networking, interviewing and online career resources. PCAs have the opportunity to receive training in career and professional development topics and strengthen their own communication and interpersonal skills, while serving as career ambassadors to other MIT undergraduate students.

The primary responsibility of each Peer Career Advisor is to assist peers during individual career appointments. During down times in the semester when peers are focused on exams or away on break, PCAs will have the opportunity to develop informational materials (E.g. tip sheets, industry guides) on career related topics to be used during appointments or shared more widely to educate peers.

Responsibilities Include:

- Conduct 30-minute individual career advising appointments with students.
- Review resumes and cover letters.
- Educate peers about CAPD resources and other online career resources.
- Develop informational materials for students on career and professional development topics.
- May additionally advise peers on career related topics such as internship search strategies, interviewing and networking.
- Serve as a role model for successful career exploration and preparation.
- Make referrals to CAPD staff as appropriate.
- Participate in ongoing training and group supervision.
- Maintain professionalism and confidentiality at all times.

Requirements:

A **commitment of two semesters is required** and begins with training during the first week of September 2019. Peer Career Advisors **should be available to work 5 hours per week** starting the week of September 1, 2019 and ending the week of May 10, 2020. Additionally:

- Should be a Junior or Senior, graduating no sooner than June 2020.
- All majors are welcome to apply.
- Must be in good conduct and academic standing.
- Interested students should have basic knowledge of professional etiquette and strong communication skills, but will receive training and orientation prior to start date.

Qualifications:

- Interest in helping MIT students with career related concerns
- Demonstrates professional communication, both written and oral
- Strong interpersonal skills, ability to build rapport and interact with individuals one-on-one
- Demonstrates good time management and organization
- Is self-motivated, takes initiative and follows through on details
- Willingness to learn and utilize career resources
- Shows respect, appreciation, and sensitivity for people of different backgrounds

Benefits of being a Peer Career Advisor:

- Orientation and ongoing training directly related to your role as a PCA
- Supervision and guidance from a CAPD staff member
- Enhance your leadership, communication, and interpersonal skills
- Develop personal skills in advising
- Expand your knowledge of and access to career resources
- Earn money while helping your peers!

Compensation: \$15.00/hour

How to apply:

Submit your resume and completed application to Libby Reed at lareed@mit.edu. Alternatively, you may [apply online](#). **Applications will be accepted through Friday, June 14 and will be reviewed on a rolling basis.** We may reach out to meet with chosen candidates in person or online.