

Peer Career Advisor 2020-2021

MIT Career Advising & Professional Development (CAPD)

All functions of the peer career advisor role will be remote (virtual) until further notice

Peer Career Advisor Role

Peer Career Advisors (PCA) play a significant role at CAPD by assisting fellow MIT students during individual career appointments and open office hours. They review and provide feedback on peers' professional documents, and offer guidance on additional career topics. PCAs also work with CAPD staff to develop and deliver programs and workshops for MIT students.

Why Should I Apply?

- Make a positive impact by helping your peers in reaching their professional goals.
- Develop communication, leadership and interpersonal skills that will be helpful no matter what you do after MIT.
- Gain knowledge and skills that will support your own career exploration and preparation.
- You get paid (\$15/hour, approx. 5 hours/week)

What You'll Do:

- Conduct 1-1 career advising appointments and open office hours/drop-ins.
- Review and provide feedback on resumes, CVs and cover letters.
- Additionally, may provide guidance on other topics such as internship and job search strategies, interviewing and networking, and applying to graduate school.
- Develop and facilitate workshop, lab or program on career related topic.
- Participate in ongoing group training and individual supervision.

Qualifications:

A **commitment of two semesters is required** and begins with training during late August or early September 2020 (TBD). Peer Career Advisors **work approximately 5 hours per week for 15 weeks during both the fall and spring semesters** (dates TBD).

- Must be a Junior, Senior, Masters or PhD student, graduating no sooner than May 2021.
- Must be in good conduct and academic standing.
- Must have some evening availability.

Do I need to be a career expert to apply? No, we will teach you all you need to know! You do need a desire to learn, and the ability to demonstrate the skills listed below.

What We're Looking For:

- Interest in helping MIT students with career related concerns.
- Demonstrates professionalism and strong communication skills, both written and verbal.
- Displays interpersonal skills, ability to build rapport and interact with individuals one-on-one and in group settings.
- Shows respect, appreciation, and sensitivity for students of different backgrounds.
- Demonstrates good time management, organization and adaptability.
- Is self-motivated, takes initiative and follows through on details.

How Do I Apply?

Please submit the following documents to [Handshake Job ID#: 3838880](#), by July 15.

- Resume
- In lieu of a cover letter, please provide answers to the following:
 - 1) Describe why you are interested in becoming a Peer Career Advisor.
 - 2) Share any skills or experiences that will help you in serving as a career advisor to your peers.
 - 3) Tell us about an experience at MIT that has influenced your career exploration or goals. What was meaningful about it?

Applications will be reviewed on a rolling basis. We will email qualified candidates to schedule a virtual interview.

All majors welcome to apply!

If you have questions please email Libby Doucet at lareed@mit.edu