

Career Peer Advisor (CPA) Job Description (page 1 of 2)

NMHU Career Services Office
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Program Overview

Career Peer Advisors (CPA) promotes student success by offering direct, career-related services and resources. The expectation is that well trained students will serve as effective mentors and role models for their peers, and that students who receive the services and instruction will devote greater energy to career exploration, be better prepared to seek meaningful, career-related internships and professional employment, develop effective job search and transferable skills, thus transitioning more easily and successfully into the world of work.

Job Description

Career Peer Advisors will assist their fellow students to learn about Career Services as well as assist them in developing effective job search skills, résumé writing, interviewing strategies and utilizing online career resources. CPAs will be trained to conduct career preparation workshops on various topics such as résumé development, interviewing skills, job search strategies, career fair preparation tips, transitioning into the world of work, and the career planning process. CPAs will report to a Career Services Director. Incumbents will be scheduled to work up to 20 hours per week around their class schedule and to meet the coverage needs of the office's hours of operation.

Duties and Responsibilities

- Provide university students their first point of contact with the Career Services Office and enhance their understanding of available services and resources.
- Assist students, individually and in groups, with résumé writing, interviewing, and other skills related to the job search process for both internship programs and career opportunities. Conduct workshops and classroom presentations on career services topics.
- Become an advanced user of OptimalResume, including its Resume Builder, Letter Builder, InterviewPrep, Website Builder and ResumeGPS. Teach students how to use this system and edit their resumes.
- Become highly proficient with employment interviewing strategies and conducting mock interviews with students as well as demonstrating the use of InterviewPrep module on OptimalResume.
- Plan, schedule, and conduct career workshops and presentations to classes and students organizations.
- Inform students and campus community members about employer recruiting activities, such as information sessions, interviewing opportunities, and online job postings.
- Take initiative in learning to utilize all resources on the Career Services webpage, including Job Postings, Going Global, all CareerSpots and CareerBytes videos, and OptimalResume.
- Constantly keep up-to-date on current job search techniques and future career trends through assigned readings, magazines and relevant online resources.
- Promote the Career Services Office throughout campus and by participation in office sponsored events and activities, such as career fairs.
- Provide ideas and feedback to Career Services Director in regards to student needs and requests for services/programs/workshops.
- Maintain accurate daily records and monthly report of all student contacts, services provided assigned projects and other CPA activity.
- Attend all trainings scheduled by the Director. Assist with recruitment and training of new CPAs.
- Perform other office duties as assigned.

Performance Evaluation

The Career Services Office strongly believes in preparing students for the world of work by emphasizing on the valuable skills highly sought by employers in the 21st century. CPAs will receive *Performance Evaluations* every semester also based on these skills.

- **Participation** - This area will also focus on skills such as initiative and responsibility, punctuality and dependability, productivity and accountability, flexibility and adaptability, teamwork, leadership and responsibility, creativity and innovation.
- **Skill Growth** - This area will assess the continued interest and development of skills necessary to perform the job well. This includes the strong desire and initiative to improve writing and public speaking skills. Also evaluated within this area is the desire to receive constructive feedback from peers and staff.

Application and Selection of Career Peer Advisors

It is anticipated that 1 to 3 CPA positions will be available, preferably representing various academic departments. Ideally, students will be selected prior to commencing each academic year. The application consists of:

1. **NMHU Student Employment Application**
2. **CPA Application Form and Proposed Work Schedule**
3. **Letter of Interest** – needs to address the applicant’s strong interest and qualifications in relation to the Duties and Preferred Qualifications as listed herein - such as strong writing and public speaking skills.
4. **Résumé** – Create it on a template on NMHU’s OptimalResume system (do not simply upload an existing resume). Submit your resume template by clicking on the Review Center tab in this system, which is found on our webpage, www.nmhu.edu/careerservices.
5. **Recommendation Form** – completed by an NMHU Faculty member or Work Supervisor.

Submit all application materials to Career Services, Felix Martinez Building, Room 230 or by email to careerservices@nmhu.edu. Top candidates will be interviewed and selected by the Career Services Director. CPA’s are hired on a semester by semester basis and the ability to work the coverage needs for the office’s hours of operation. Positions are contingent upon funding.

Preferred Qualifications

Ideal candidates and incumbents should meet the following qualifications:

- Possess strong writing and public speaking skills. Comfortable in conducting classroom presentations.
- Have completed at least one semester at NMHU, sophomore class standing or above preferred.
- Good academic standing with a preferred 3.0 cumulative GPA or above.
- Proficiency in using NMHU’s OptimalResume as demonstrated by creating a resume and submitting it to the Review Center in this system.
- Highly Proficient in using Microsoft Word, PowerPoint, Publisher, and Excel
- Evidence of leadership, dependability, initiative, and attention to detail.
- Eligible for federal or state work-study preferred
- Ability to work independently and as part of a team.

Benefits of Participation

CPAs will benefit from gaining knowledge and skill proficiency in all aspects of the job search process. They will have the opportunity to hone their résumé, interviewing skills, and transferable skills such as communications, problem solving, teamwork, initiative, leadership and responsibility. In addition, students will benefit from learning first-hand in applying for internships and career opportunities and having direct interaction with recruiting employers and Career Services staff.

Sample of Training Content

- Career Services Orientation, Job Search Processes and Strategies, Résumé Writing, OptimalResume System, Mastering the Job Interview, Navigating a Career Fair, Job Search Correspondence Letters, Paid Internships and experiential learning, Using online career resources and software programs.