

Peer Career Coach Job Description

As a Poole College of Management Peer Career Coach (PCC), you are responsible for assisting other Poole students with various aspects of professional development. You will provide resume and cover letter critiques, answer ePACK questions, provide interview prep and strategies, and connect them to resources offered by the Career Center. Don't worry: you will be trained and supported in doing all of these things! In addition, you may be asked to serve as a teaching assistant in a discussion lab section for *M120: Professional Development and Career Planning* or during coaching drop-in hours for *M120*. **Previous enrollment and completion of M120 is preferred.**

Job Duties

- Willingness to commit to work 2-3 hours/week for drop-in coaching hours
- Attend bi-weekly or monthly PCC meetings
- Volunteer at PCOM events such as the Career Fair, Diversity Student Mixer, Etiquette Dinner, Student Orientations, and Poole Party
- Attend the PCC Retreat and Orientation
- Attend additional trainings as needed
- Maintain a minimum GPA of 2.5

Benefits

- Priority given in networking with employers
- First-hand access to career coaching
- Experience mentoring peers
- Training on industry best practices in hiring and resume writing
- Honor Cord at graduation
- *Priority access to registration periods*