**Peer Career Advisor (PCA) Program Application**

**Career and Professional Development**

Spring 2019

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| --- | --- |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  GPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Graduation Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Please describe why you are interested in becoming a Peer Career Advisor.**

**What qualities, skills, and experiences do you bring to the Peer Career Advisor position?**

**What strengths do you have that would make you successful in this program?**

**Describe any experiences you have working with and/or leading your peers.**

**Have you ever been to the Career and Professional Development office or participated in a program or seminar sponsored by the Career and Professional Development office? If so, please describe that experience.**

**What else would you like us to know about you?**

**One of our Peer Career Advisor positions works specifically with our Health Professions Advising program. HPA assists VT students interested in pursuing graduate school in health related fields (medicine, dental, vet, etc.) Are you interested in a health career, or working with students pursuing those paths?**

* **Yes, I am interested in health profession careers and project work related to helping students who want to pursue graduate school in health related fields.**

**If accepted as a Peer Career Advisor, I agree to**

­­\_\_ Commit 3-4 hours a week during Spring 2019 and 10 hours a week during the 2019-2020 academic year

\_\_ Attend weekly 1 hour meetings (Friday mornings, time TBD)

\_\_ Attend training sessions in January and August 2019 (TBD)

**Reference:** Please provide the name and contact information of an individual who would serve as a reference for you.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title and Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please mark all the times you’re available to conduct a 30 minute interview on either November 5th, November 6th, November 7th or November 8th. You will be contacted by Friday, November 2nd with your interview time if you are selected for one.***

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| --- | --- | --- | --- | --- |
|  | **Monday, November 5** | **Tuesday,**  **November 6** | **Wednesday, November 7** | **Thursday, November 8** |
| 9-9:30 am |  |  |  |  |
| 9:30-10 am |  |  |  |  |
| 10-10:30 am |  |  |  |  |
| 1:30-2 pm |  |  |  |  |
| 2-2:30 pm |  |  |  |  |
| 2:30-3 pm |  |  |  |  |
| 3-3:30 pm |  |  |  |  |
| 3:30-4 pm |  |  |  |  |
| 4-4:30 pm |  |  |  |  |

***Please attach this application form with your resume and cover letter and submit to the Smith Career Center by Tuesday, October 30th at 5 PM.***

**Job Description:**

***Peer Career Advisors (PCAs)*** serve as a vital link between Virginia Tech students and the Career and Professional Development staff, as well as fill essential roles in advising and educating students and providing project and programming assistance to the Career and Professional Development staff. The three major areas of responsibility include:

1. **Advising**

* Critique resumes and cover letter though drop-in advising
* Advise on job search topics
* Have impactful conversations with their peers regarding career development, job search strategies and professionalism
* Serve as a role model for successful career exploration and preparation

1. **Outreach and Education**

* Deliver presentations on career and job search topics to students (ie: Residence Halls and Student Organization meetings)
* Design informational materials and presentations to educate students on the use of various on-line and electronic career resources
* Promote our office around campus and assisting with distributing promotional materials

1. **Project and Programming Assistance**

* Serve as an assistant in the College Liaison Program
* Assist with on-going programs and projects and planning special events and career programs

**Job Responsibilities**

**Peer Career Advisor:**

* Conduct drop-in advising hours
* Critique resumes and cover letters
* Advise students on job search topics and resources
* Deliver presentations on career and job search related topics to student organizations and residence halls
* Become an expert on Career and Professional Development resources and develop materials and programs to educate students on various resources
* Serve as a program/project assistant (ie: College Relations, Social Media, Federal Job Search, Event Planning)
* Represent Career and Professional Development at career fair booths and other department and university events
* Assist with department events (receptions, job fairs, open houses, Tailgate Party, etc.) and other special projects.
* Participate in the marketing and promotion of Career and Professional Development events and services.

**Requirements:**

* Students graduating May 2021, or later, from all majors are welcome to apply.
* Minimum GPA of 2.8
* Participation during Spring 2019 and continue into the 2019-2020 academic year.
* Attendance at extended training in January and August 2019.
* Attend weekly hour long staff meetings.
* 3-4 hours a week between the hours of 12-3 PM during Spring 2019 and 10 hours a week during 2019-2020 academic year.
* Availability during some weekend and evening hours for special events and presentations.

**Qualifications:**

* Interest in helping Virginia Tech Students with career and job search concerns.
* Ability to relate and interact with individuals both one-on-one and in group situations.
* Ability to manage multiple projects.
* Takes initiative and follow through on necessary details.
* Demonstrates professional communication when working with supervisors, co-workers and students
* Willingness to work in a team setting and build rapport with other PCAs and Career and Professional Development staff.

**Please complete the following steps:**

1. Attach a resume and cover letter specific to this position

2. Complete the application and attach with your resume and cover letter.