



Peer Educator Program Job Description

Program Overview:

The Peer Educator Program is a leadership program for current Centre students who are interested in promoting the mission of the Center for Career & Professional Development while actively serving as a liaison between the Center for Career & Professional Development and the campus community. Career peer educators will perform front-line support duties for walk-in students to include resume and cover letter preparation, internship resources and procedures, classroom presentations, graduate school research, assistance with selection and training of new mentors, occasional clerical work related to area programming, and basic interviewing and professional etiquette assistance. This position reports directly to the Lead Peer Educator and the Associate Director of Career & Professional Development

Roles and Responsibilities:

- **Must be available Fall Semester '21. Have the option of working Fall Semester '21 and Spring Semester '22.**
- Willingness to commit a minimum of 4 hours per week for general office work including but not limited to the front-line duties listed above in the job description
- Staff career-related programs and other office responsibilities

Qualifications:

- Service orientation
- Excellent written and oral communication skills
- Interest in developing education/counseling skills
- Strong interpersonal skills
- Strong presentation skills
- Dependability
- Creative thinking skills
- Time management skills
- Positive energy and work ethic
- Ability to work in teams and to work on individual projects

How Will I Benefit From This Experience?

- Develop skills that will be applicable to your long-term career goal including: leadership, technical, listening, teamwork, and interpersonal skills
- Build upon your communication and presentation skills
- Develop basic counseling skills
- Define, develop, and grow your own career goals as you move through your academic college experience
- Serve with a team of great people and enjoy creative & diverse work environment

Thank you for your interest in the Center for Career & Professional Development and the Career Ambassador Program! If you have any questions regarding the program please contact Kirk Knott at kirk.knott@centre.edu