

JOB TITLE: Peer Associate
DEPARTMENT: The Career Center
JOB TYPE: Work-Study or Campus Hourly

BASIC FUNCTION AND RESPONSIBILITY:

- Create a welcoming environment at The Career Center. Provide front line assistance to students, alumni, employers, and others regarding Career Center procedures, resources, and services and make appropriate referrals to related resources available on campus and beyond. Help those who use The Career Center become more confident about careers, graduate school, and job search.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Greet visitors to the Center in person; answer and direct incoming telephone calls using a multi-line system.
- Respond to questions about the Center's services, resources, policies, procedures, and fees; give out appropriate materials; provide referrals to other resources on the UW campus and beyond.
- Provide orientation tours to groups visiting the Center.
- Assure that students check in with C3M as they arrive for interviews, appointments, and workshops; provide check in assistance when necessary.
- Greet recruiters upon arrival, notify them of interview cancellations and give messages as necessary.
- Schedule appointments using Microsoft Outlook's calendaring system; ensure that appointment reminders are sent via email.
- Assist clients with access to campus recruiting and HuskyJobs online job listing services.
- Assist with opening the office in the morning and closing the office at the end of the day.
- Monitor the office during periodic evening Meet the Employer Sessions.
- Make sure the Center's lobby, front desk, and storage areas remain organized and clean.
- Help out with special events such as career fairs.
- Assist Center staff with special projects such as calling employers, creating handouts and online workshops, summarizing survey data, etc.
- Complete assigned administrative tasks such as data entry, typing, photocopying, filing, and processing mail.
- Other duties as assigned.

QUALIFICATIONS:

- Undergraduate or graduate student.
- Genuine desire to help fellow students achieve success.
- Ability to communicate and connect with students, alumni, employers, and faculty from diverse backgrounds using a friendly and courteous attitude.
- Capacity for tact, diplomacy, discretion, and confidentiality.
- Detail-oriented and conscientious when completing tasks.
- Committed to showing up for assigned shifts; reliable and dependable.
- Friendly, flexible, adaptable, and good team player.
- Enthusiasm, motivation, and the ability to take initiative.
- Proven customer service experience a plus.
- Sense of humor a plus.
- Have attended at least three quarters at the UW prior to start date, preferably.

TIME COMMITMENT, TRAINING, AND SALARY:

- Must be available 10 to 19.5 hours per week. Please note that we are committed to assigning shifts that work well with our peer associates' quarterly course schedules.
- Attendance at week-long training during the week of September 17, 2012 is required.
- \$9.50 per hour.
- Appointment is for the 2012-2013 academic year, with possible extensions through the summer.

TO APPLY:

- Application deadline is 11:59pm on Monday April 30th, 2012.
- Submit a resume and a cover letter (addressed to Briana Keller) through HuskyJobs - 61012.