

Now Hiring CCO Peer Consultants For Fall 2021- Spring 2022

OBJECTIVE: To find a talented, motivated, and energetic team of undergraduate students from a variety of majors to assist students, faculty/staff, and alumni served by the Center for Career Opportunities for the 2021-2022 school year. As a CCO Peer Consultant, you will gain an in-depth understanding of career development using up-to-date industry standards and procedures, a lifelong skill useful far after your time at Purdue.

WHO YOU ARE

- Federal Work Study Eligible preferred
- Must be a currently enrolled undergraduate student at the West Lafayette campus
- Maintain good academic standing with the university and have a GPA of 2.5 or higher
- Strong interpersonal and communication skills
- Self-starter, willing to take the initiative to complete projects
- Desire to help peers
- Desire to work as part of a team and develop leadership skills
- Experience in presenting to groups or willingness to develop group presentation skills
- Ability to work independently and interdependently with limited supervision on projects
- International and domestic students eligible to apply

WHAT YOU WILL RECEIVE

- Paid personal professional development program in April 2021
- Paid position, 6-10 hours per week, Fall 2021 & Spring 2022 semesters of the 2021-2022 school year
- Paid training prior to Fall 2021 semester
- Networking opportunities with well-known companies hiring Purdue students
- Flexible scheduling around your course schedule
- Fun working environment minutes away from your classes

AS A PEER CONSULTANT, YOU WILL

- Guide students with resume and career correspondence preparation
- Advise students on effective job search and interview preparation
- Facilitate campus presentations and represent the CCO at campus events
- Plan special projects for public relations, outreach, recruitment, and event planning
- Conduct mock interviews with undergraduate students
- Provide undergraduate students an opportunity to develop professional job search and career development skills in a fast paced, dynamic environment
- Utilize platforms such as Zoom and Microsoft Teams to deliver service to students

QUESTIONS? NEED MORE INFORMATION?

- Email Lead Peer Consultant Katie Ley at krley@purdue.edu or Career Consultant Alyson Beland at abeland@purdue.edu with your questions.

To Apply:

Submit your resume AND cover letter on myCCO

Search: Job ID #884118

BY 5 PM SUNDAY, MARCH 7 2021