



Peer Career Advisor (PCA) Application

Center for Career Development & Academic Exploration

Peer Career Advisors (PCAs) are trained and supervised paraprofessionals who provide career development assistance on a peer-to-peer level through the Center for Career Development & Academic Exploration. They hold essential roles in the office and serve as liaisons between students and staff. Typical PCA responsibilities include critiquing resumes; conducting practice interviews; assisting students with Handshake, internship/job searching and networking; promoting the Center for Career Development & Academic Exploration through social media and other avenues; and presenting to student groups and organizations.

What Skills You'll Gain as a Peer Career Advisor:

Oral & Written Communications

- o Conduct presentations
- o Assist fellow UTK students with written materials and interviews

Teamwork & Collaboration

- o Train and collaborate with peers
- o Complete projects/tasks as teams

Critical Thinking & Problem Solving

- o Refer students to appropriate staff and resources
- o Plan and organize events

Leadership

- o Plan and lead training sessions
- o Represent CCDAE at campus events and activities

Career & Self Development

- o Strengthen resume and interview skills
- o Conduct effective internship/job search

Professionalism & Work Ethic

- o Provide excellent customer service
- o Develop and hone time management skills
- o Create professional goals

Equity & Inclusion

- o Assist students of all backgrounds and experiences
- o Network with alumni, career professionals, and recruiters

Digital Technology

- o Gain knowledge of UTK career resources and services
- o Support development of the website and online resources/communication
- o Gain social media/marketing experience

Qualifications:

- Desire to assist other UTK students
- Strong written, verbal, and customer service skills
- Creativity, work ethic, and productivity with minimal supervision
- Minimum GPA of 2.75
- Ability to participate in 5 hours of weekly paid training beginning X semester 20XX
- Ability to work shifts between 9 am to 5 pm Monday to Friday
- Preferred commitment to work two years after hire
- Able to attend mandatory weekly training sessions on Wednesdays from 3pm to 5pm (this will vary by semester)

Job Information:

Part-Time: Approx. 10 hours per week

- Majority of working hours between 9am – 5pm in-person
- Some week night and weekend presentations required (virtual and in-person)
- Mandatory in-person weekly training beginning X semester 20XX
- Mandatory in-person weekly meeting beginning X semester 20XX
- Preferred commitment to two years upon time of hire

Pay: \$11.00 with opportunity for a raise in future with longevity and/or promotion to a Lead PCA Position

Team: Supervised by Aiola, Assistant Director of Academic & Career Exploration on team with approx. 13 other undergraduate Peer Career Advisors

To Apply Submit on Handshake:

Resume - Detail your previous education, work, and extracurricular experiences

Cover Letter - Address the cover letter to Aiola Gill, Selection Committee Chair (201 Student Union, 1502 Cumberland Ave, Knoxville, TN 37996)

Include the following information in cover letter:

- Why are you interested in being a Peer Career Advisor?
- What strengths/skills do you hope to contribute to the Peer Career Advisor team?
- How did you hear about this position?

Reference Sheet - Provide at least two (2) references (name, position, contact)

- Your references should be previous/current supervisors, teachers, academic faculty, or professional mentors.

Handshake Link: Insert current link

Learn more about the [Peer Career Advisor Program](#)