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

**Teamwork & Collaboration**
- Train and collaborate with peers
- Complete projects/tasks as teams

**Critical Thinking & Problem Solving**
- Refer students to appropriate staff and resources
- Plan and organize events

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

**Career & Self Development**
- Strengthen resume and interview skills
- Conduct effective internship/job search

**Professionalism & Work Ethic**
- Provide excellent customer service
- Develop and hone time management skills
- Create professional goals

**Equity & Inclusion**
- Assist students of all backgrounds and experiences
- Network with alumni, career professionals, and recruiters

**Digital Technology**
- Gain knowledge of UTK career resources and services
- Support development of the website and online resources/communication
- 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