



CAREER CENTER

The University of Alabama at Birmingham

Job Title: Peer Career Advisor

Peer Career Advisors (PCAs) are trained and supervised paraprofessionals who provide career development assistance on a peer-to-peer level through the UAB Career Center. Typical PCA responsibilities include critiquing resumes; conducting practice interviews; assisting students with Handshake, internship/job searching, and networking; promoting the UAB Career Center through social media and other avenues; and presenting to student groups and organizations.

Peer Career Advisor responsibilities include:

- Answering a multi-line phone system and being proficient in multiple computer applications
- Scheduling and checking in appointments for students using Handshake
- Greeting and directing employers and visitors
- Responding to the departmental email account
- Assisting the director and staff with special projects

Career competencies or skills you will gain as a reception assistant include:

Oral & Written Communications

- Conduct presentations in classrooms
- Assist fellow UAB students with career advising

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 UAB Career Center at campus events and activities

Career & Self Development

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

Professionalism & Work Ethic

- Provide 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

Technology

- Gain knowledge of UAB Career Center career resources and services
- Support development of the website and online resources/communication
- Gain Center for UAB Career Center social media/marketing experience

Qualifications:

- Desire to become knowledgeable and proficient in department resources and services
- Strong written, verbal, and customer service skills
- Creativity, work ethic, initiative, and productivity with minimal supervision
- Minimum GPA of 2.75