

Peer Career Leader

Peer Career Leaders proactively promote student success by offering direct, career-related services and resources. PCLs will assist their fellow students in developing effective job search skills, resume writing, interviewing strategies and utilizing online career resources. In addition, they will be in charge of marketing and promoting events through social media and community outreach. All PCLs will go through training of all materials and resources and will report to Kelsey Cunningham (Student Success Advisor). PCL's are scheduled to work 10 hours per week around their class schedule to meet the coverage needs of the office's hours of operation. Candidates should be interested in working in this position for the duration of their time at Knox.

THE IMPORTANCE OF STUDENT LEADERS AT KNOX

Student leaders play a vital role in shaping the Knox College experience. While our leadership opportunities are diverse, each has the common goal of enhancing campus life, complementing the academic experience, and upholding the College's values of critical thinking, inclusivity, respect and support. Student leaders are able to affect change on campus through mentoring, advocacy, peer education and program development. They experience the fulfillment of service as well as the added benefit of marketable skills such as communication, conflict resolution, and time management.

Responsibilities:

- Spring term prior to starting employment (new leaders only): Successfully complete IDIS 130: Introduction to Leadership course (.5 credit)
- Provide students with their first point of contact
- Assist students, individually and in groups, with resume writing, interviewing, and other skills related to the job search process for both internship and job opportunities and enhance their understanding of available resources and platforms
- Support the Center for Career Success's presence on various social media platforms and help create, share and publish content that is relevant to our different constituencies
- Recruit peers to participate in professional development and career related events we host and market them to individuals as well as organizations on campus
- Plan, host and help manage career, networking and recruiting events
- Strategically envision and design social media, video, podcast and marketing campaigns

Qualifications:

- A strong commitment to the goals, missions, and values of Knox College and the Center for Career Success. Each Peer Career Leader must abide by professional and ethical standards of conduct, including all Knox College policies
- Maintain good academic and social standing at Knox College for the entire academic year
- Should hold a first year, second year or third year standing
- Possess strong writing and public speaking skills
- Evidence of leadership, dependability, initiative, and attention to detail
- Sincere interest in Career Success and representing us proactively on campus
- Experience with social media and digital marketing using Canva, InDesign, Publisher or similar program (plus)
- Skillful with poster designing (plus)
- Interest and skills in marketing (plus)

Compensation:

- Hourly compensation will be adjusted to reflect minimum wage increases as appropriate

Competencies you will learn in this position include:

- Career & Self-Development - Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.
- Communication - Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.
- Leadership - Recognize and capitalize on personal and team strengths to achieve organizational goals.