Would you like an on-campus opportunity to enhance your communication, organizational and time management skills? The Career Services office in the College of Natural Sciences is looking for a **Peer Mentor/Career Services Liaison**.

**Job Duties** will include:

- Initiate and evolve relationships with CNS student clubs and organizations related to specific Career Services programmatic initiatives
- Conduct career-related information sessions and workshops for CNS students during or after business hours
- Help create pre-event buzz on campus by handing out fliers, making announcements in class & clubs, tabling around campus, etc.
- Advise students during Walk-In hours on resumes, cover letters, etc. &/or refer students to career coaches and campus resources as appropriate
- Contribute to large scale career events such as Resumania and the Science and Technology Career Fair during the academic year
- Provide front desk services as needed
- Attend weekly one on one with a Career Coach as your supervisor
- Maintain confidentiality about any and all student academic and personal information in accordance with university and federal policies and regulations

**REQUIRED QUALIFICATIONS**

- 2\textsuperscript{nd} or 3\textsuperscript{rd} year Natural Sciences student with minimum overall GPA of 3.0
- Demonstrated customer service, sales or networking skills
- Demonstrated written and oral communication skills

**PREFERRED QUALIFICATIONS**

- Comfortable speaking in front of groups
- Desire to help CNS students learn more about Career Services & career readiness
- Previous internship or part-time work experience
- Experience working in professional office setting
- Experience coaching, teaching, or mentoring
- Experience with job searching, writing a resume and/or cover letter, and interviewing
- Computer software skills: exposure to/familiar with Microsoft Office
Pay Rate: $10/hour

Start Date: This position would begin in the Fall 2017 semester, with a mandatory training scheduled the week before classes begin.

Position Duration: Working in this position and continuing into each semester thereafter is contingent upon job performance, office needs and other Student Assistant’s schedules.

Hours: 12 hours per week, including both office hours and event times outside of normal business hours

Application process:

Please apply via HireALonghorn