

**Purchase College Career Development Center
Peer Career Liaison Internship Program**

The Career Development Center (CD) is currently seeking undergraduate student interns to serve as **Peer Career Liaisons** for the academic year. **Career Liaisons** will work closely with the CDC staff to assist in providing friendly peer assistance and service referral to students, valuable career information, and coordinating exciting programs and events. They will serve as CDC representatives and liaisons among the campus community. Career liaisons will receive the training and mentoring needed to help develop basic listening and counseling skills, leadership skills and will also be empowered to create and implement their own ideas for marketing materials, resources, and programs to encourage greater student involvement in services.

This is a progressive internship experience. Students are recommended to commit to the internship for a full academic year. Although not required, a year commitment is ideal so that the intern can receive comprehensive training in the first semester and apply what they've learned in a more advanced internship in the second semester.

Peer Career Liaison Internship I (Entry-level)

- Participate in comprehensive, on-going training including learning basic peer counseling techniques, orientation to the services and resources, seminars on career-related topics, and practice through role-playing opportunities etc.
- Observe Zoom walk-in sessions, workshops, and CD orientation programs to gain knowledge of individual career counseling and group work techniques
- Develop and implement outreach activities to educate students about career development services (presentations, tabling, posting marketing materials for major events etc.)
- Participate in planning, arranging, and hosting special career events (Annual Job & Internship Fair, Career Panels, Grad School Expo, etc.)
- Create marketing materials to reach students and promote career services, programs, and events.
- Work collaboratively with Campus Clubs and organizations to help promote programs and events.
- Collaborate with CD Social Media Interns to find candidates for student highlight content on social media.
- Meet with CD site supervisor weekly to discuss career issues and individual student's career concerns as they arise.
- Perform some administrative duties including answering incoming calls, instructing employers on the use of Purchase JobScore, greeting students and visitors, data entry, printing handouts and materials, other tasks as assigned by CD staff.

Qualifications:

- Strong leadership potential
- Excellent public speaking skills
- Creativity and marketing abilities
- Out-going, people-orientated, service-minded individual
- Proficiency with Microsoft Word, Publisher & PowerPoint, Zoom
- Comfortable with Internet research (i.e. Job Search Sites)
- Knowledge of various campus clubs and departments
- Previous tutoring, mentoring, or customer service experience is helpful, but not required
- Psychology, sociology and other social science majors are encouraged to apply.

To apply: Email your resume and cover letter to career.development@purchase.edu