PURPOSE
The Peer Career Advising Program supports the programs and services available through CareerLAB while simultaneously providing student input for new services and programs. Peer Career Advisors (PCAs) advise students on all CareerLAB resources including BrownConnect, LINK, Career Field pages, and much more. In addition, PCAs critique resumes and cover letters as well provide short mock interviews if needed. PCAs reach out to student groups and clubs for the purpose of increased student awareness of CareerLAB services as well as to offer evening skill focused workshops. PCAs also assist CareerLAB staff in strategizing ways to increase visibility of the department to the Brown undergraduate community.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO
- Provide resume, cover letter, and LinkedIn critiques, as well as tutorials on CareerLAB online resources during Walk In hours. - (4 hours per week)
- Conduct workshops and presentations to student groups – Resume Writing, How to Find an Internship, Networking with Alumni, etc. - (1-2 hours per week as needed)
- Contribute to CareerLAB social media – Twitter, Facebook, Instagram - (1 hour per week)
- Attend weekly meeting for ongoing training – (1 hour per week)
- Help CareerLAB with large events such as Career Fairs, Alumni Speakers, etc. - (2-3 times per semester)
- Other projects based on personal interest or CareerLAB need.

TRAINING AND SUPERVISION
PCAs receive training in peer advising, resume and cover letter writing and critiquing, all of CareerLAB’s online resources, job/internship search strategy, and customer service. Prior knowledge of career related content or CareerLAB resources are helpful but not required! The biggest requirements are enthusiasm, an outgoing personality, a desire to assist other students, the ability to admit when you don’t know something, and being comfortable with public speaking.

QUALIFICATIONS
PCAs should have the following:
- Ability to work seven (7) hours per week - days, nights and weekends as needed
- Excellent listening skills, maturity, initiative and the desire to help
- Comfort with providing advice to peers
- Knowledge of social media platforms
- Strong public speaking and presentation skills
- Availability to commit to the program for BOTH semesters is required

APPLICATION
To apply, email a resume and cover letter to Ron_Foreman@brown.edu by Friday April 3 at noon. Don’t have a resume or cover letter? Come to walk in hours (Monday thru Friday 1:30-3:30) and let a current PCA show you how to write one.