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#3342742 **Graduate Student Peer Advisor** - Master's, PhD, and Postdoctoral Scholars Career Services Program (MPP) at the Internship and Career Center

Job Description

ICC Graduate Student Peer Advisor – STDT4

UC Davis Internship and Career Center

Master's, PhD, and Postdoctoral Scholars Career Services Program (MPP)

ICCstudentjobs2020

- Open to current UC Davis graduate students (Master's, MFA, or PhD students)
- **\$16.00/hour**, variable 10 hours per week

About the Master's, PhD, and Postdoctoral Scholars Career Services Program (MPP) at the Internship and Career Center (ICC):

The ICC-MPP career services program provides a wide variety of services and career development and management activities for graduate students and postdocs across disciplines. We serve over 7,000 graduate students and 1,000 postdoctoral scholars campus wide. MPP is affiliated with the GradPathways Institute for Professional Development in Graduate Studies.

For more information on MPP program area: <http://icc.ucdavis.edu/mpp/index.htm>

The ICC-MPP program provides the following:

Career services:

- One-on-one career advising (includes resume and curriculum vitae review, interview preparation, job search strategies, negotiation of job offers, individual career development planning and internship advising)
- Workshops, employer recruiting and networking events
- Career exploration site visits to organizations and companies in the Sacramento and San Francisco Bay areas
- Recruiting for internships and career positions by organizations seeking advanced degree candidates.
- Career Fairs, specifically for advanced degree candidates
- Career Assessments

- Outreach and promotion of MPP program across campus

Job Description:

With training, the graduate student peer advisor will:

- Provide one-on-one peer career advising (30 minute appointments which may include: guidance on job search strategies, review of resumes/CVs and cover letters, and help with accessing job search and planning tools such as Handshake, LinkedIn, myIDP, and ImaginePhD.
- Design, organize and lead career development workshops and studios for graduate students and postdoctoral scholars (e.g., Converting CV to resume, Transferable Skills, Job Search Strategies for Diverse Career paths, etc.).
- Outreach to various units and departments on campus to promote MPP career services for graduate students and postdocs at the ICC.
- Implement, design and analyze survey evaluations and provide input to make data-informed decisions for future career services.
- Provide insights on innovative career services needs for UC Davis graduate students and postdocs.
- Research career trends impacting advanced degree scholars.
- Design toolkits on career needs for graduate students and postdocs for diverse career paths.

Required: Must be a current UC Davis Master's, MFA, or PhD student in good standing.

Qualifications:

Required:

- Passion for improving opportunities for UC Davis graduate students and postdoctoral scholars in career planning and placement in diverse career paths
- Initiative and self-direction
- Outstanding interpersonal skills
- Ability to work in a team setting and independently
- Excellent written and oral communication skills
- Interest and ability to maximize opportunities to personally learn and grow
- Ability to effectively use Microsoft Office (Word, Excel, PowerPoint)
- Ability to effectively use web-based tools (Google Drive, Trello)
- Experience with social media platforms (LinkedIn, Facebook, Twitter)

Preferred:

- Experience in student advising or mentorship
- Experience with leading workshops and public speaking
- Experience with outreach and developing media materials
- Experience with internet tools for career planning and job search websites (Handshake, Indeed, Glassdoor, etc.)
- Experience with online marketing (MailChimp)
- Ability to develop surveys for evaluation and analyze data in Qualtrics
- Experience with graphic design (InDesign, Adobe products, Canva, We Brand, etc.)

Mandatory Training Sessions:

- Must be able to attend weekly team meetings throughout the academic quarters
- Must be able to attend **all dates listed below:**

(1) Spring Training:

6:00 PM- 8:00 PM Tuesday, April 14, 2020 South Hall 114

6:00 PM- 8:00 PM Tuesday, May 19, 2020, South Hall 114

(2) Fall Training:

Candidate should be available as early as September 14th, 2020 for mandatory Fall Training, confirmation of dates/times/location will be provided during interview process.

Employment Period and Hours:

- September 2020 (Fall Quarter) to June 2021 (Spring Quarter), with the option to start as early as June 2020.
- Maximum 10 hours/week, typically between 8 am-5 pm, Monday to Friday, with occasional weekends and evenings. Schedule is variable and flexible around class/research schedule.
- Must work in office (South Hall)

Applicants must submit a resume (2 pages max) and a cover letter (1 page max) through their Handshake account <https://ucdavis.joinhandshake.com>

Application deadline: Friday January 31, 2020

For questions, contact: Dr. Bethany Hopkins at bjhopkins@ucdavis.edu or 530-752-2671.