

MPA Peer Career Consultant (PCC) Position

Responsibilities

- Collaborate with MPA Career Services and other MPA Program staff to develop new materials, plan and manage events, and complete special projects
 - *Attendance at some evening events is required*
- Hold regular walk-in hours with MPA students to:
 - critique resumes and cover letters
 - provide guidance on navigating the On-Campus Recruiting (OCR) system effectively
 - recommend appropriate career research materials and tools
 - conduct and/or provide feedback on mock interviews
- Market career services and events
- Engage in PCC training sessions
- Conduct audits of MPA resumes in OCR
- Develop and apply a thorough understanding of the career development and job search process
- Organize, analyze, synthesize and report data
- Preserve confidential information
- Other duties as assigned

Required Qualifications

- Exhibits **exceptional** professionalism
- Pursuing an MPA degree
- Able to work **at least 12 hours** per week
- Available to work throughout the Summer and Fall 2014 semesters
- Demonstrates desire to help other students
- Possesses a strong work ethic
- Demonstrates strong communication skills, including verbal and written
- Proficient in Microsoft Word, PowerPoint, and Excel
- In good standing with the MPA Program
- Able to work effectively with minimal supervision
- Demonstrates initiative, flexibility, creativity and a desire to learn
- Receptive to feedback

Preferred Qualifications *(Applicants who meet the criteria listed above but not those below will still be considered.)*

- Participated in MPA recruiting
- Mentoring and/or advising experience
- Proficient in Sitecore (or other web content management tool), InDesign, and Photoshop

Benefits

- Learn important job search and career development skills while helping others
- Develop and enhance transferable professional skills in working with teams, process improvement, event planning, public speaking, marketing, advising, leadership, and technical applications
- Become an expert in the resources offered through the MPA program
- Gain in-depth knowledge of the recruiting process
- Interact occasionally with company professionals and recruiters

Pay

Pay is dependent upon qualifications and experience. Opportunities to advance to Senior PCC exist.

Questions? Contact Michelle Polkinghorn, PCC supervisor, at michelle.polkinghorn@mcombs.utexas.edu.