

LC WORK SCHOLARS POSITION DESCRIPTION

Work Scholars Job Title: Peer Career Mentor

Worksite Name: Student Employment & Career Readiness Center

Supervisor Name: Makenzie Hollingsworth **Supervisor Email:** mrhollingsworth@lcsc.edu

Employment Levels

<i>Entry Level</i>	<i>Intermediate Level</i>	<i>Skilled Level</i>
Characterized by highly structured tasks or outcomes, relatively low level or number of skills required, typically repetitive or routine tasks and requiring direct supervision of worker results	Involves less direct supervision than entry level, more work variety, and requires some independent exercise of judgment along with an increasing knowledge of the job.	Work is typically skilled, requires little direct supervision, requires independent judgment on procedures, has variety, includes training others, and the expectation of contributions toward improvement of the way work is carried out.

In what employment level does this position fall (underline one)?

Entry Level

Intermediate Level

Skilled Level

Describe the duties of this position.

The Peer Career Mentor will support fellow students by providing career readiness services, including resume reviews, job search assistance, and mock interview preparation. This position offers valuable professional experience and the opportunity to enhance skills in mentorship, communication, and event promotion for those with marketing experience.

Resume Reviews: Assist students in crafting and refining resumes to highlight their skills, experiences, and achievements.

Job Search Support: Guide students in effective job search strategies, including using Handshake and networking techniques.

Mock Interviews: Conduct practice interviews with students, providing constructive feedback to improve their interviewing skills.

Workshops and Events: Participate in the planning and execution of career readiness workshops and events.

Marketing Support: If applicable, assist in promoting events and initiatives through social media and other marketing channels.

One-on-One Mentoring: Provide personalized mentorship to students regarding career exploration and development.

Resource Development: Help create and maintain career resources, such as handouts and online content, for student use.

List the learning opportunities for this position.

- Develop strong mentorship and coaching skills.
- Gain hands-on experience in career counseling and employment services.
- Enhance communication and interpersonal skills through direct student interactions.

- Experience in event planning and marketing strategies, particularly for those involved in promotional activities.
- Build a professional network within the college community and beyond.

What qualifications and skills are required for this position?

- Excellent written and verbal communication skills.
- Strong organizational skills and attention to detail.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite and familiar with social media platforms.
- A positive attitude and a passion for helping fellow students succeed.

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