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Career Center Hiring Peer Advisors, Fall 2021

Career Center

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The Career Center is now hiring Peer Advisors for Fall 2021!

As a Career Center Peer Advisor, you will provide direct service to students by performing student resume reviews, tabling in academic and dining facilities, providing programs in the residence halls and to student organizations during occasional evening hours.

We are seeking Junior/Senior/5th year students with strong interpersonal, writing, editing, public speaking and communication skills to join our team in this newly created position!

Typical Duties Include:

- Delivering outreach in the Memorial Union, the New Balance Recreation Center, residence halls, dining facilities and academic buildings by tabling and presenting occasional evening programs
- Designing flyers, handouts and bulletin boards
- Performing peer resume reviews and assisting students with Career Link profiles and access

Desired Availability:

- One of the following: M, W, or F from 10-noon
AND
- One of the following: T or Th from 1-3
AND
- Occasional evening availability for on campus programming

How To Apply:

Stop by the Career Center on the 3rd floor of the Union to pick up an application or you may download the application at umaine.edu/career.

**The application should be returned to the Career Center as soon as possible
or email to Janice Madore, madore@maine.edu**

For more information, please contact the Career Center at 581-1359!

Applicants must have work-study eligibility.

4. What personal characteristics do you possess that help qualify you for this position?

5. References: List two (2) individuals who will be references for you (should be people who have supervised you at work, activities or academically). Be sure to include their phone numbers. (If you prefer to use a past employer who is off campus, please give complete contact information.)

Reference 1 Name, Title, and Name of Company/Organization

Reference 1 Address and Phone Number

Reference 2 Name, Title, and Name of Company/Organization

Reference 2 Address and Phone Number

6. Additional Comments:

**The completed application should be returned, as soon as possible, to the Career Center, 300 Memorial Union,
University of Maine, Orono, ME 04469-5748 or email to Janice Madore at madore@maine.edu**