Center for Career Development
Peer Career Advisor Program
Job Description

The goal of the Peer Career Advisor (PCA) program is to provide a corps of Rice students with the skills and training necessary to help execute the center's functions and represent the center at its programs and events. Our office will provide all necessary training.

Specific duties of the PCAs include:
• Serve as representative of the Center for Career Development (CCD)
• Communicate the mission of CCD
• Actively assist peers with basic career and resume questions, and refer them to our office when necessary
• Assist at functions, events and programs of CCD
• Become experts on using the website in order to train/instruct fellow students on best use of website
• Serve as models of professional communication

Qualifications:
• Ability to attend meetings on biweekly, commit to 3 hours per semester for office hours, write two blog entries, and volunteer at two CCD events per semester
• Knowledge of CCD and its mission
• Enjoyment of and ability to work as part of a team