Career Ambassador
Job Description

Overview:
The mission of the Twardowski Career Development Center (TCDC) at West Chester University (WCU) is to educate students and alumni to actively develop and implement their academic, career, personal, and professional goals.

As an undergraduate paraprofessional staff, Career Ambassadors (CAs) are an essential part of the work of the TCDC and as such, are expected to maintain a professional, courteous, and confidential manner in dealing with all students, faculty, staff, alumni, and visiting employers.

Primary Responsibilities:
- Outreach to student groups to increase awareness and educate WCU student about the TCDC mission
- Greet visitors to the office and direct them to appropriate personnel and resources
- Assist students/alumni with the utilization of TCDC website resources
- Assist with Staff TCDC events including tabling events and large programs
- Assist students in one-on-one guidance with career-related needs, such as: resume and cover letter review, major exploration, and using Handshake Career Platform
- Answer telephones, take detailed messages, and provide front desk assistance with appointment scheduling as needed
- Present TCDC workshops to residence halls, student organizations, as requested
- Participate in mandatory training sessions and weekly meetings throughout the year

Benefits:
- Opportunity to engage in personal career development
- Enhance professional communication skills
- Gain experience delivering Career Development Center programs and service
- Earnings at the Band 3 Level ($9.25)

Application Requirements and Deadline Information:
Step 1: No later than Friday, January 31st - Please submit via Handshake
- A resume
- Responses to the following two questions, responses should be 3 -5 sentences:
  1. Why are you interested in becoming a Career Ambassador (CA)?
  2. What skill or experience do you have that would help make you a successful CA?

Step 2: Candidates will participate in the interview process which will occur in February

Conditions of Employment:
- Required to work 10 hours/week. CDC daily hours of operation are from 8:00-4:30pm, Monday - Friday. Occasional evening hours required for programs.
- Must be available for entire academic year for both Fall 2020 and Spring 2021
- Candidates should be able to participate in training the week before Fall semester
- Must possess and maintain a minimum semester and cumulative GPA of a 2.5
- Must be in good judicial standing with the university
- Must possess a positive attitude and an ability to work well with people from all backgrounds