The Career Peer program offers students the unique opportunity to become an integral part of a team that helps guide, educate, and promote career readiness and development to St. John’s students. Working to support the university and department missions, Career Peers are paraprofessionals who model professionalism and share expertise gained through their own experiential education opportunities. They serve as a resource to internal and external constituents including students, faculty, administration and employers and are trained to assist students with: resume and cover letter development; job and internship searches; interview techniques; using our online resources; and navigating and utilizing department programs and events.

Career Peers commit to carry out their duties both on site in our office and on location at events. Peers benefit from a mentored, skill building experience with the staff as well as gain exposure to hundreds of internship and full-time job postings and the opportunity to network with employers.

University Career Services seeks exceptional students as participants, whom have a strong connection to St. John’s University, a passion for helping others, and a strong commitment to their own professional development.

**Career Peer Program Coordinators**

*Joni O’Hagan, Senior Associate Director*

ohaganj@stjohns.edu

*Nicole Wolfrath, Career & Internship Advisor*

wolfratn@stjohns.edu

University Career Services

718-990-6375

http://www.stjohns.edu/services/career
Duties & Responsibilities:

• Assist students during Quick Question drop-in hours with resume and cover letter reviews, quick questions, and basic career related inquiries such as navigating the careers and internships section of St. John’s Central and CareerLink.
• Assist staff with the development, promotion and staffing of events, career-related research and other special projects.
• Contribute to public relations initiatives such as social media, blogging, and live tweeting from events.
• Present outreach programs and workshops in residence halls, student organizations, and other campus groups on career related topics and basic information about the office and services.
• Must maintain confidentiality of student discussions during sessions.
• **Commitment to five mandatory training sessions during spring semester.**
  • Mondays from 5-7pm – 3/2, 3/16, 3/30, 4/13 and Tuesday, 5/5 (also 5-7pm)
• Commitment to work the equivalent of 4-6 hours per week for the duration of the 15 week semester for a total of 70 hours in the fall semester following training upon invitation.

Eligibility Requirements:

• Completion of 12-90 credit hours with a minimum cumulative GPA of 3.25
• Experience with Microsoft Office (PowerPoint, Excel preferred) and social media platforms
• Interest in career readiness and helping other students
• Possess excellent communication and presentation skills
• Demonstrate a positive attitude, enthusiasm, initiative and responsibility

Preferred Qualifications:

• Demonstrated proactive involvement in personal career development, including but not limited to experience with one-on-one advising with Career Services and/or participation in career events.
• Previous leadership experience
• Ability to present in a group setting
• Previous internship experience

Compensation:

• Stipend received at the completion of total semester hours

Application Instructions:

Complete the online application and submit a resume to Joni O’Hagan at ohaganj@stjohns.edu with the Subject: Application for Career Peer {Insert Your Name}

Application Deadlines:

**Deadline: January 30**
**Final Deadline: February 6**
Application

Student Name:

School: Major:

Degree: Graduation Date:

Credits Completed: Credits enrolled in this semester:

Overall GPA:

Contact Information

Address:

Home Phone: Cell Phone:

Preferred Email: St. John’s Email:

Please complete the following questions

Why do you want to be part of the Career Peers?

What do you hope to gain from this experience?

Assess your strengths as they relate to this program:

Identify areas of growth you seek from participating in this program:

Describe an experience that you believe would be relevant to your work as a Career Peer:

What services have you taken advantage of that the department offers? What was your experience like?

From your perspective, what are the strengths of University Career Services? How can the office improve?

Click here to apply.