



Career Ambassador

Job Description

225 LAWRENCE CENTER • 610-436-2501 • WWW.WCUPA.EDU/CDC • CDC@WCUPA.EDU

Purpose:

The mission of the Twardowski Career Development Center (TCDC) at West Chester University (WCU) is to provide services, programs, and resources that facilitate the lifelong career development process and assist students and alumni with implementing and securing satisfying careers.

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 faculty, staff, students, alumni, and visiting employers.

Primary Responsibilities:

- **Assist students in one on one guidance with low-level career related needs, such as: major and career exploration, job search resources, practical tips for career fairs and interview, resume and cover letter review, and recommendations for appropriate interest inventories.**
- **Support drop-in hour coverage as established by the TCDC**
- 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
- **Serve as On-Campus Interview (OCI) Greeters in the TCDC, during peak interviewing season**
- Answer telephones, take detailed messages, and provide front desk assistance with appointment scheduling as needed
- Assist job and internship seekers with search tools and resources, including Ram Career Network
- Assist students/alumni with the utilization of TCDC website resources
- Design social media content and promotional materials; bulletin boards, flyers, posters, as needed
- Present TCDC workshops to residence halls, student organizations, as requested
- Staff TCDC events (including tabling events and large programs) and Career Center On The Go (Outreach program in high traffic areas on campus)
- Refer students to appropriate departments, staff, and resources
- Participate in mandatory training sessions and weekly meetings throughout the year

Benefits:

- Opportunity to enhance professional skills including effective communication
- Gain experience delivering TCCDC programs and service
- Learn more about the career development process
- Earnings at the Band 3 Level (\$9.25)

Application Requirements and Deadline Information:

- Candidates must participate in the interview process. (Dates TBD.)
- Candidates should be able to participate in training the week before fall semester, (Dates TBD.) as well as weekly training sessions/meetings during each semester based on group availability.
- Applications should be submitted via Ram Connect by (Date TBD).

Interview and Selection Timeline:

Candidates will be selected for interviews on TBD, (note: please check your WCU email after this time). You will be notified to schedule an interview through our office (610)436-2501.

Final selections will be made prior to TBD; followed by a transition meeting on TBD.

Conditions of Employment:

- Required to work 10 hours/week, including but not limited to time spent working in the TCDC and staffing sponsored programs. Office hours run from 8:00-4:30pm. Evening hours required for programs
- Preferred candidates have a flexible schedule to accommodate peak volume times (11am-2pm)
- Must be available for entire academic year 2019-2020; Fall and Spring semesters
- Unable to hold another paraprofessional position such as an RA, Sykes Union Student Director, etc.
- Must have earned 30 ungraduated credits or more prior to becoming a CA (by Fall 2019)
- Must possess and maintain a minimum semester and cumulative GPA of a 2.5
- Must be in good judicial standing with the university
- Must be able and willing to maintain confidentiality of records
- Must possess a positive attitude and an ability to work well with people from all backgrounds