

## **Peer Career Guide Position - Now Hiring for Fall 26 through Spring 27**

**Job Title:** Peer Career Guide (PCG) Multiple Positions Available for both Work Study and Department Funded Students

**Department:** The Career & Employment Hub

**Location:** The McGoldrick Center for Career & Student Success, Portland

**Campus Duration:** Fall 26 through Spring 27

### **Undergraduate Students**

Part-time; flexible hours, 10 - 15 hours per week

Hourly Wage: \$18.50 per hour

**Reports to:** Norrie Crocker, Career Advisor, The Career & Employment Hub

**Please send your resume and cover letter to: Norrie Crocker**  
**- [ncrocker@maine.edu](mailto:ncrocker@maine.edu)**

### **Peer Guide Program Overview**

Peer Career Guides (PCGs) are students who are trained to guide their fellow students through the resume and cover letter creation process. In addition, they play a valuable role in supporting the many activities provided by The Career & Employment Hub (The Hub). Through their work, PCGs will reinforce the knowledge, skills, and resources offered by The Hub.

### **Benefits of Being a Career Peer Guide**

PCGs will benefit by gaining knowledge and skill proficiency in all aspects of the job search process. You will have the opportunity to hone your résumé, networking, and interviewing skills, as well as transferable skills such as communication, problem-solving, teamwork, initiative, leadership, and responsibility. A major element of the work at The Hub involves communicating with university staff and faculty, as well as external community partners and employers. PCGs will also have the rewarding experience of supporting the development of other students.

The Career & Employment Hub is committed to building a culturally diverse team of Peer Career Guides. We welcome multilingual applicants and strongly encourage women, minorities, individuals with disabilities, and veterans to apply.

### **Peer Career Guide Job Description**

#### **Job Duties**

- Assist students, individually and in groups, with résumé and cover letter writing •
- Maintain accurate daily records and monthly reports of all student contacts, services provided, assigned projects, and other PCG activity
- Participate in PCG cohort meetings
- Take initiative in learning to utilize all resources on the Career Services webpage, including the USM Job & Internship Board
- Provide ideas and feedback to the Hub team concerning student needs and requests for services, programs, and workshops
- Participate in ongoing PCG group training

### **Preferred Experience, Knowledge, Skills, and Abilities**

- Willing and enthusiastic learner, with the ability to receive in-depth training and apply newly obtained knowledge in a practical setting
- Strong interest in resumes, cover letters, and other topics related to career exploration and development
- Excellent communication skills, including the ability to provide effective and constructive feedback
- Ability to work independently and as part of a team
- Strong organizational skills
- Speakers of languages other than English are encouraged to apply
- Ability to actively listen to and support students with diverse academic and professional interests, as well as from diverse ethnic, cultural, religious, and socioeconomic backgrounds
- Experience with or ability to learn Google Suite programs (i.e., Google Docs, Sheets, Slides, Forms, etc.)
- Experience with Zoom

### **Specific training will be provided for PCGs to assist with the following:**

- Serving as effective guides and role models to support other students in building, reviewing, and giving feedback on resumes, CVs, and cover letters during 1-on-1 conversations
- The creation and implementation of career-related workshops, programs, and resources
- Participating in the marketing and promotion of PCG events and services

- Peer Career Guides will begin meeting with students after undergoing this robust training, which includes shadowing and being shadowed during student appointments

### **Details for Consideration When You Apply**

- This position is in-person at USM's Portland campus
- It is open to USM undergraduate students in all majors (any year)
- Students must be enrolled in a minimum of 6 credit hours
- Students will have completed a full semester at USM (15 credits) before applying • Remain in good academic standing and be making acceptable progress toward their degree

### **About The Career & Employment Hub**

The USM Career & Employment Hub assists students in connecting to their future by offering a variety of services from their first day on campus to years after they graduate. We support our students through career exploration, self-assessments, resume and cover letter development, internship search, interviewing skills, and more.

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