

Career Development Office

1127 Park Street

One of the goals of the Career Development Office is to provide education, guidance, and information about processes involved in searching for employment, internships, and post-graduate degree opportunities as well as alumni and employer connections for students, alumni, faculty, and staff. We support all students through a variety of services and the various transitions associated with them.

Some of our services include:

- Guidance about major and career decisions with access to numerous resources (e.g., self-assessments, guide books, etc.)
- Coaching regarding internships and career options, possible funding, search strategies, and access to search resources (e.g., PioneerLink, SLAC, ICoRN)
- Workshops held at the CDO, for student organizations, and in classrooms about aspects of the career development and post-graduate degree process
- Review of resumes, application letters, CVs, personal statements, and any other internships/graduate school/career materials
- Various alumni connection and networking events and opportunities (e.g., Career Connections, GRINNELLINK Reception)
- Career and graduate/professional school guidance and fair
- Connection to job and internship opportunities through on and off campus recruiting events (e.g., employer information sessions, resume collections, SLAC, and ICoRN Interview Days)

Career Peer Assistant (CPA) Description

Duties/Responsibilities:

- Greet and assist students with office resources
- Attend and become familiar with career development workshops offered to students
- Participate in special office events, including GRINNELLINK reception
- Staff outreach tables by the Post Office, Marketplace, etc.
- Present study breaks and other outreach presentations in the residence halls
- Perform and assist with additional projects when requested
- Creativity in programs, procedures, marketing, technology, and other ideas to enhance CDO services
- Focus on your own career development

Expectations:

- Pick your hours (between 7-10hrs/week), much flexibility
- Attend weekly CPA group and individual meetings with supervisor

Qualities/Skills:

- Ability to work autonomously and with initiative and follow through
- Attention to detail
- Interpersonal communication and presenting/public speaking skills
- Writing, editing, & research proficiency
- Creativity and proficiency with technology
- Possess a good, positive attitude
- Adaptable
- Previous contact with the CDO a plus
- Must be available both fall and spring semester

Benefits:

- \$8.25/hr.
- An advanced knowledge of careers, internships, graduate school, and the workforce
- Opportunities to network with alumni, campus community, and employers
- Gain information and skills to focus on your own career development goals

How to Apply:

Fill out the CPA Application (found at the CDO) by **Wednesday, Feb. 22 by 4pm to the CDO**