Job Coach

RECRUITING: November via the UBCO Job Board
DEPARTMENT: Advising & Involvement Centre, UNC 207
SUPERVISOR: Robin Whittall, Career Advisor -- robin.whittall@ubc.ca
NUMBER OF POSITIONS: 3

PURPOSE: To peer coach UBC Okanagan students with resume writing and other career-related questions.

Position Description

The Job Coaches will:
✓ Coach students on resume-writing skills at weekly open house hours
✓ Quickly compose examples of strong accomplishment statements for resume bullets
✓ Promote these services to relevant clubs, student course unions, etc. on campus using social media and other tools
✓ Support the set up, hosting, and take down of select career events when possible

Commitment
2 hours/week, term two only, at set hours (to be set around your course schedule)

Do you.....
✓ Have an interest in helping students express their skills and experience effectively to successfully compete for jobs?
✓ Enjoy writing with creative use of active verbs?
✓ Demonstrate effective communication skills to listen and coach others? (Experience in any setting an asset.)
✓ Have a solid knowledge of on-campus services?

You will enhance your skills in...
✓ Effective Communication—evaluate solutions to make recommendations or decisions
✓ Leadership Skills—providing direction and guidance to others
✓ Interpreting—ability to interpret information and communicate that meaning to others
✓ Professionalism — by demonstrating this in your attire, communication, and interactions