



Peer Career Ambassador

The Undergraduate Center for Career Development (CCD) provides career development services and resources to the undergraduate Babson College community. Entrepreneurial Thought and Action® (ET&A) is the core of our career development philosophy. We empower students to harness their resources and passion to launch the right career, at the right time, for the right reasons. .

Peer Career Ambassadors are the student employees of the Undergraduate Center for Career Development. The PCA's are the face of CCD setting the foundation as students explore the services CCD offers. PCA's are trained to develop the skills and expertise needed to assist their peers with their career related needs and are a core part of the CCD team to promote services and offerings and the CCD brand across campus.

Peer Career Ambassadors will:

- Serve as the face of UG CCD to undergraduate students, demonstrating professionalism and strong communication skills.
- Be knowledgeable of and coach students on online career resource tools including Handshake, Canvas, VMock, Interstride, and relevant Horn Library Resources.
- Collaborate with Peer Mentors, Residence Hall Advisors (Residence Hall Programs), Student Leaders (Student Organizations), to organize events and present on key foundational career topics.
- Host CCD office hours to advise foundation students on topics including resume writing, career development process, and internship search resources and skills.
- Market and promote CCD services and resources as student ambassadors, leveraging marketing collateral and campus partnerships.
- Contribute to CCD's strategy to capture the student voice in an effort to improve the overall student career development experience.
- Actively contribute to CCD social media efforts.
- Assist the CCD team with special projects based on interest.
- Staff the front desk reception area and assist with all front desk operations including responding to phone and email inquiries from students, employers, and alumni.

Benefits of being a Peer Career Ambassador:

- Learn firsthand about the career exploration and job/internship process, a lifelong skill.
- Establish a strong understanding of the job and internship search resources that CCD and the College offers.
- Support your peer's career development and professional growth.
- Refine your leadership, communication, and presentation skills.

Desired Skills/Commitment:

- Strong interpersonal, written and oral communication skills.
- Ability to learn and be comfortable with technology and social media.
- Comfort with advising peers and presenting to large and small groups.
- Strong organizational skills and demonstrated reliability and responsibility.
- Have an interest in the career development process.
- Be committed to promoting CCD's services, resources, and brand to peers as an ambassador.
- Students must be in good academic standing.
- Available to work approximately 6-8 hours per week. Position is paid.
- Attend weekly training/development sessions during academic year.

