Career Peer Coach Position Description

Role Overview

The Career Peer Coaches provide support to undergraduate students across faculties and disciplines in the form of one-on-one coaching conversations, workshop delivery and other career ambassadorial duties. In their one-on-one conversation, coaches work with their peers to co-create a plan of action to support success in the area of career development, with particular attention to resumes and cover letter writing and interview preparation. The Centre for Student Involvement & Careers also looks to this student team as a key group of advisors to help influence our work on the UBC Vancouver campus. Depending on availability, assessed needs and leaders' skills, there may be additional opportunities to support other topics and activities.

Organizational Relationship

The Career Peer Coaches offer their coaching through the Centre for Student Involvement and Careers in Brock Hall.

The Centre for Student Involvement & Careers is here to support students, from their first day on campus until after they graduate.

Through orientation and peer mentoring, the Centre supports new students to become successful university learners. It is a central point for all graduate and undergraduate students and employers on the UBC Vancouver campus to meet, connect, network, and build relationships; as well as to research and explore career options.

The Centre provides all UBC students with access and connection to workplace learning, mentoring, volunteer and leadership opportunities; and offers career and employment related services to students, academic departments, employers, parents, and alumni.

The CSI&C supports students to:

- understand and describe their competencies (knowledge, skills), interests, values, and personal characteristics
- continuously learn about themselves and what they bring to the world
- learn about their communities through volunteer, work, or enriched educational experiences

Primary Functions

- Obtain and share expertise on topics related to career development with students across campus
- Provide 30 minute peer-to-peer cover letter, resume and interview coaching sessions to undergraduate students across faculties, disciplines and year levels.

- Provide referrals to additional resources
- Actively participate in team meetings and personal professional development
- Role model outstanding student leadership on campus.
- Contribute to an environment at UBC that is dedicated to excellence, equity, and mutual respect.
- Uphold UBC's Respectful Environment Statement

A typical week in the life of a Career Peer Coach looks like:

- spending 3 hours in either one-on-one or co-coaching sessions to help a student develop their resume and cover letter writing skills or practice for an upcoming interview
- meeting with the full team of career peer coaches to discuss successes and challenges and explore topics related to career development
- communicating in person and/or online with their staff advisor and team

Training

Before you begin to coach you will receive extensive training in career-related content areas as well as coaching strategies. You will also spend time shadowing experienced coaches and staff advisors.

Time commitments

Important Dates

- Spring Welcome – Saturday, March 28, 2019 (full day) (mandatory)
- Peer Programs Launch and Learn – Sunday, September 6, 2020 (full day) (mandatory, no exceptions)
- Core Team Training:
  - Saturday, September 12th (full day) (mandatory, no exceptions)
  - One of (mandatory, no exceptions)
    - Thursday, September 3rd (full day)
    - Friday, September 4th (full day)

Regular Meetings

- Tuesdays, 5:00 pm – 6:30 pm, Starting September 8

  During regular meetings you are provided with a chance to share your coaching experiences with your peers, gain advice and solve problems collaboratively. We also provide ongoing professional development, and the chance to coordinate and organize new initiatives to improve the services we provide to students. We prioritize creating an inclusive community in these meetings where everyone contributes and has fun!

Weekly Commitment

5 hours of involvement including weekly meetings (90 minutes), one on one coaching sessions (3 hours), events and event planning obligations, and meetings with the program supervisor (on occasion)

Desired skills and experience

- Responsible, reliable and punctual
- Demonstrated ability to take initiative and work independently
- Excellent communication skills
- Strong interpersonal skills with past experience working with or communicating with individuals from diverse backgrounds
- Demonstrated ability to empathize
- Diplomacy, tact and professionalism
- Effective time management skills
- Willingness to receive feedback
- Ability to solve problems independently
- Ability to work as part of a team and with minimum supervision
- Interest in supporting others to discover and meet their potential
- Desire to learn about career development and grow professionally

Benefits of participating in this role

- Develop a personal coaching style
- Receive support and structure to explore your own career options, goals and interests
- Receive professional development training in areas like: presentation skills, project planning, giving and receiving feedback, strategies to succeed at work, and stress management, among others
- Further develop essential competencies like communication, teamwork, organization, analysis and problem solving and adaptability
- Increase your network with peers and staff across campus
- Receive sponsorship to the annual Student Leadership Conference (January 2021)

Contact information for questions

Allison Mander-Wionzek
e-mail: allison.mander-wionzek@ubc.ca