Career Peer Coach Position Description

Role overview

The Career Peer Coaches provide individualized support to undergraduate students across faculties and disciplines in the form of one-on-one strengths-based conversations. Over the course of the conversation, our coaches work with their peers to co-create a plan of action to support success in the area of career development that includes referring them to relevant resources. Historically, the Career Peers have focused on resume and cover letter coaching. Depending on availability, assessed needs and coaches' skills, there may be additional opportunities to support workshop delivery and other career development events or activities.

Organizational Relationship

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

The core duty of the Career Peer Coaches is to obtain and share expertise on topics related to career development with students across campus.

A typical week in the life of one of our coaches 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; meeting with the full team of career peer coaches once per week to discuss successes and challenges; learning new skills; communicating in person and/or online with their staff advisor and team. On occasion, coaches may take part in facilitating workshops, clinics or organizing other career-related events.

Before you begin to coach you will receive extensive training as well as spend time shadowing an experienced coach or staff member. Conversations that you have with students will primarily be focused on resumes and cover letters but may branch into other topics and require you to provide referrals to additional resources.

- Provide 30 minute peer-to-peer cover letter and resume coaching sessions to undergraduate students across faculties, disciplines and year levels.
- Employ the 80/20 conversation model
• 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
• Possibly provide coaching on interviews, and career exploration, or facilitate workshops and support career-related events
• One or two senior coaches will represent our team as a Peer Programs Ambassador. This role connects with senior student leaders in other programs to create recognition and a sense of community for all Peer Programs students

Time commitments

Important Dates
• Intake Team Meeting – March 13th, 2018, 5 – 6:30pm (strongly suggested)
• Spring Welcome – March 24, 2018 (full day) (mandatory)
• Peer Programs Launch and Learn – September 3rd (full day) (mandatory)
• Core Team Training – August 30th and 31st (full days) (mandatory)

Regular Meetings
• Tuesdays, 5:00 pm – 6:30 pm, Starting September 12
  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 appointments (3 hours), events and event planning obligations, and meetings with the program supervisor (when needed)

Desired skills and experience

• A minimum of one academic year at UBC.
• Excellent communication skills, including active listening
• Demonstrated leadership
• Strong interpersonal skills with past experience working with or communicating with individuals from diverse backgrounds
• Empathy
• Demonstrated ability to take initiative and work independently
• Diplomacy, tact, professionalism and time management skills.
• Willingness to receive feedback
• Ability to solve problems independently
• Ability to work as part of a team and with minimum supervision
• Reliability and punctuality
• 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 and continue to refine a personal coaching style
• Receive support and structure to explore your own career options, goals and interests
• Receive professional development training in areas like public speaking and presenting, project planning, giving and receiving feedback, reporting, strategic planning, strategies to succeed at work and stress management, among others
• Further develop essential competencies like communication, teamwork, organization, analysis and problem solving and adaptability
• Receive sponsorship to the annual Student Leadership Conference (January 2019)
• Increase your network with peers and staff across campus

Contact information for questions

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