



**BARNES HALL, CORNELL CAREER SERVICES
 CORNELL UNIVERSITY
 GRADUATE PEER ADVISOR POSITION**

Job Title

Graduate Student Peer Advisor

Application Deadline

Applications will be accepted through January 14, 2018, or until position is filled

Time Commitment

Five (5) hours per week (ability to make a one-semester-long commitment)

Job Description

Under the supervision of Career Development Specialist: Graduate and International Advisor at Cornell Career Services (CCS), the Graduate Peer Advisor assists with compiling, organizing, analyzing, and reporting data related to the assessment of career services and programs offered by CCS; as well as provides one-on-one resume and cover letter reviews for graduate students pursuing careers beyond academia through Drop-in Hours.

| Responsibilities/Essential Functions: | Percentage of Time Spent Per Week on Each Responsibility: |
|---|--|
| Assessment <ul style="list-style-type: none"> • Compile, organize, and report data related to student participation in programs and services provided by Cornell Career Services • Assist with development and implementation of career services assessment projects • Assist with collection, use, and analysis of data from assessment projects such as brief reflections, surveys, focus-group interviews, etc. • Disseminate assessment project findings and interpretations via data dashboards and brief reports | 60% |
| Peer Advising <ul style="list-style-type: none"> • Provide one-on-one resume and cover letter reviews to graduate students pursuing careers beyond academia through Drop-in Hours • Provide and refer graduate students to appropriate CCS campus-wide career resources | 30% |
| Perform other duties as assigned by the Graduate and International Advisor | 10% |

Qualifications

Education:

Matriculated graduate student (Master's, PhD) at Cornell University

Experience & Skills:

- Strong research skills including experience compiling, analyzing, and reporting data
- Ability to use Excel, data-collection software (e.g., Qualtrics), and data-analysis software (e.g., SPSS, NVivo) to analyze data and support assessment
- Knowledge of program assessment and evaluation models
- Demonstrated professionalism; ability to handle confidential data appropriately and to maintain confidentiality in working directly with students
- Experience working with diverse groups including international students; knowledge and appreciation of cultural differences
- Excellent customer service and public-relations skills
- Strong oral and written communication skills
- Strong attention to detail

Preferred Qualifications

- Knowledge of, or experience with, individual student advising
- Experience conducting program assessment, using web-based surveys, focus groups, interviews, and/or analysis of participation data
- Familiarity with cultural issues affecting international students in a U.S.-based job search
- Sensitivity to climate and pressures for Ph.D. students considering careers beyond the academia

Compensation

\$14/hour

How to Apply

Submit the following application materials by email as a PDF or Word attachments to Gaeun Seo, Career Development Specialist: Graduate and International Advisor (gs643@cornell.edu)

- A letter of interest/cover letter
- Resume
- A list of two references with contact information

Application Process

Evaluation of qualified applicants will begin immediately and continue until a candidate is selected; applications will be accepted through January 14, 2018, or until position is filled

Gaeun Seo

Career Development Specialist: Graduate and International Advisor

Cornell Career Services

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