

Career Peer

Company: University of Wyoming Department: College of Engineering & Applied Sciences (CEAS) Location: Career Services (EN 2079)	Pay Rate: \$10/hour Position Type: Student – Non-Benefitted Hours Per Week: 10-15 hours during UW Spring and Fall Semesters
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Overview:

The Career Peer in the College of Engineering and Applied Sciences reports to Tyler Grabner and Ken Hilton. This position will facilitate and assist in the everyday functions of the Career Services Office. The primary duties required of this position are promoting information to students at the University of Wyoming in CEAS, presenting career related information to peers, and assisting with career related events.

Duties and Responsibilities:

- Prepare and maintain CEAS Weekly Job/Internships Bulletin
- Attend and Participate in Weekly Meetings
- Maintain and design Physical Bulletin Boards
- Review Resumes & Cover Letters for Undergraduate Students
- Send out emails regarding events and job notices
- Educate students on Career Services and Resources
- Assess tasks complete in SOAR

Qualifications & Skills

- Pursuing Bachelor's Degree at the University of Wyoming
- Attention to Detail
- Excellent Written & Verbal Communication Skills
- Teamwork Skills
- Excellent Problem Solving Skills
- Proficient Computer Skills (including MS Office)
- Excellent Organizational Skills

To Apply

Email your resume to Tyler Grabner at tgrabner@uwyo.edu by Friday April 8th.