The University of Washington Tacoma’s Office of Student Transition Programs will be hiring two outgoing, energetic Career Prep Consultants for the 2016-2017 school year. The Career Prep Consultants will work directly with the Career Development Specialist to provide career preparation services to the UW Tacoma Community.

**Job Title:** Career Prep Consultant  
**Compensation:** $11.25 per hour  
**Shifts:** Two or three 4-hour shifts per week (8-12 hours total) during regular business hours; 8am-5pm, M-F.  
**Employment Period:** Academic Year (September 2016 – June 2017)  
*(PLEASE NOTE: 2 FULL DAYS OF TRAINING REQUIRED BEFORE THE QUARTER STARTS)*

**Duties and Responsibilities:**
- Primarily meeting one-on-one with students to help them prepare their resumes, cover letters, job applications, LinkedIn profiles, and interview skills  
- Spending time on campus promoting Career Development and meeting with students where they congregate through information tables and classroom visits  
- Representing Career Development at high-profile events such as career fairs and orientations  
- Any other duties as assigned

**Minimum Qualifications:**
- Currently enrolled student at the University of Washington Tacoma  
- Excitement for all things work-related, including the job search process and LinkedIn  
- Confidence in providing feedback about job applications and interviewing practice  
- Ability to learn independently and convey unfamiliar concepts to peers  
- Outgoing people-oriented personality  
- Demonstrated understanding of your own career planning including a professional presence on LinkedIn  
- Experience in a professional atmosphere  
- Minimum 2.5 GPA

**Preferred Qualifications:**
- Pursuing a career involving human resources, counseling, higher education, or any related area  
- GPA of 3.0 or higher  
- Proficiency with LinkedIn  
- Experience with online media including Facebook, Twitter, Blogger, HootSuite  
- An eye for detail and design

To apply: Send your resume and cover letter to Andrea Wynne at amwynne@uw.edu by June 17th, 2016 at 11:59pm. Please direct any questions to the email address above.

**Condition of Employment:**

Appointment to this position is contingent upon obtaining satisfactory results from a criminal background check.