



STUDENT CAREER AMBASSADOR

DEPARTMENT

Career Development - 5210

QUALIFICATIONS

Student Career Ambassadors will assist the Career Advisor in promoting career development opportunities and support WPU in their career development.

- Have a positive and energetic attitude towards academic and career excellence
- Strong interpersonal, communication, presentation, and customer service skills
- Detail-oriented with the ability to review and edit professional documents and provide constructive feedback as needed
- Work well in a team environment and willing to take a leadership role when required
- Preferred minimum 2.5 GPA and sophomore status or higher

DUTIES

- Assist undergraduate students with resume reviews, interview prep, and other career-related topics during walk-in office hours
- Utilize the Handshake platform to review employer profiles, job listings, and support student engagement.
- Present career-services-related topics to student organizations and other departments and stakeholders
- Provide assistance to employers during campus recruitment visits and events
- Offer ideas and content for social media posts and support other Career Services promotion activities
- Maintain professionalism, confidentiality, FERPA
- Abide by all University regulations and policies
- Perform other duties as assigned

COMPENSATION

Begins at Minimum Wage

HOURS

5-10 hours a week

CONTACT

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