

Queens College [Center for Career Engagement and Internships](#) is implementing a new initiative [HACU Grow with Google Career Readiness Program](#):

- This program includes online interactive learning paths that are available to all Queens College students to help build both the digital and practical skills to acquire and thrive in internships or post-college jobs. The curriculum includes online lessons and videos on resume writing, interview techniques, and how to succeed in a new job. It teaches and reinforces professional skills through projects that deliver tangible outcomes, such as a resume.
- Program Goals: 1) educate, engage and empower students for career preparation and skills development in the workforce; 2) outreach, promote and market to students, faculty and staff 'HACU Grow with Google Career Readiness' online learning paths; 3) connect the career readiness skills to course-based academic learning, career workshops; and students extracurricular and experiential learning activities.
- Student competitions and incentives for program completion (cash prizes, gift cards, SWAG, certificates)
- Campus departments student cohorts participation
- Campus-wide department \$250 prize incentives for the students referrals who complete the program

### **Career Peer Coaches Job Description (Hybrid Position)**

- The Center for Career Engagement and Internships is hiring **6 current QC Students** (undergraduate or graduate) as Career Peer Coaches to work with at least 115 students each to complete a minimum of two learning paths from the HACU Grow with Google Career Readiness program
- Support DEI (Diversity, Equity & Inclusions) initiatives and report to the Career Center staff
- Participate in orientation, ongoing training and weekly staff meetings
- Complete the career readiness learning paths, lead career chats to encourage QC students participation in the career programs and assist students with logging into systems ([HireQC](#) and [Google Career Readiness](#))
- Assign to recruit and work with student cohorts across the campus community
- Outreach to students, faculty and departments and visit classes
- Communicate effectively and persuasively during the workshops, webinars, presentations and class visits
- Draft communication content for educators to review and send targeted emails about learning paths, upcoming career events, meetings and completing activities
- One career peer coach will be assigned as a liaison to support CO-OP 201 World of Work classes faculty and students including reviewing assignments
- Facilitate students learning communities, co-lead group discussions on career readiness learning goals and outcomes
- Assist career educators with critiquing students resumes, documents and applications
- Assist with planning, executing and marketing the Center's career events, panels, programs and services
- Track and review students progress in the Learning Management System (LMS) pathways progress bar
- Additional duties as assigned related to support the Career Center's team

### **Fellowship Stipend**

- Receive a **\$2,560 fellowship stipend** for working 160 hours total during 16 weeks
- Work 10 hours a week over 2-3 days
- Starting February 16th until June 17th

**Email Resume:** [qc\\_career@qc.cuny.edu](mailto:qc_career@qc.cuny.edu) **with subject text:** Career Peer Coach Resume