Mission Statement:

The Career Associates Program is a peer leadership program for Alvernia students who wish to engage and support fellow students in developing their career-related skills and knowledge. Students who serve as Career Associates will learn about career development, strengthen their interpersonal skills, and acquire transferable skills for the workplace. Using that learning, Career Associates will help their fellow undergraduates utilize available career resources to best prepare themselves to achieve their career goals.

Career Associates are:

- Undergraduate students from all majors
- Eager to learn all aspects of career development
- Enthusiastic about helping other students achieve their career goals
- Passionate about gaining a skill set that encourages independent thinking
- Advocates for student awareness on campus about Career Development

Benefits of being a Career Associate:

- Bond with fellow teammates
- Build professional and interpersonal skills while forming lifetime friendships
- Learn how to utilize career tools to achieve career goals
- Acquire transferrable skills
- Experience planning and implementing programs and creative ideas
- First-hand networking opportunities
- 10 hours of community service towards graduation requirement per year but can’t exceed 20 hours.

Characteristics of a Career Associate:

- Full-time undergraduate student at Alvernia University
- Sophomore standing or higher
- Cumulative GPA of 2.5 or above
- Good communication and interpersonal skills
- Flexible, friendly, and positive
- Reliable and dependable
Responsibilities of a Career Associate:

— Volunteer 2-4 hours per week in the Office of Career Development in the Spring of 2012
  o (At least 25 total hours of services)
— Assist with 3 or more Career Development events per semester (Career Fair is mandatory)
— Develop and implement one event, workshop, or program for Alvernia students
  o Example: Preview week events
— Maintain a cumulative GPA of 2.5 or above
— Be in good academic, financial, and disciplinary standing
— Be available to attend regular staff meetings as well as training meetings
— Have an interest in developing leadership, public speaking, and event coordination experience
— Use all Career Development online tools
  o CCN, Optimal Résumé, Berks Works, Career Insider, etc.
— Assist students with résumé and cover letter review
— Present to classes if needed
— Believe in the CAP mission and work to empower and educate other students in their career development

Application Process:

1. Career Associate candidates will submit the following materials together:
   -Career Associate Application
   -Résumé
   -Two recommendation letters accompanied by the recommendation forms
     (Not from family or friends)
2. After the submission deadline, applications will be reviewed and suitable candidates will be contacted via phone and/or e-mail to schedule an interview with the Career Development staff.
3. Deadline to apply for the spring 2012 semester is Monday, October 10, 2011.

Submit completed application folder to: Veronica Keselica, Supervisor/GA
Office of Career Development
Bernardine Hall, Suite 1104
Phone: 610-790-2878
Fax: 610-790-1968
Associates Program (CAP)
Selection Process

The Career Associates program is a group of student volunteers whom wish to further their career options and engage fellow students in the job search process. Throughout the program these students will learn all stages of career development, gain interpersonal and transferable skills, and form long lasting friendships and networking opportunities.

CAP Selection Process:

1. CAP selection timeline

   a) Complete CAP Application and hand-in to Career Development by deadline
   b) Interview signups
   c) Group interview
   d) Application decision deadline (date letters will go out)
   e) Accepted CAP student response deadline
   f) First team meeting of the year (reviewing training schedule)

2. Training
Alvernia University
Career Associates Program (CAP)
Application

Return completed application and two recommendation forms to:
Veronica Keselica, Supervisor/GA
Office of Career Development
Bernardine Hall, Suite 1104
Phone: 610-790-2878

Name: _______________________________  E-mail: _______________________________

Local Address: ___________________________  Permanent Address: ___________________________

_____________________________________________________________________________________

Phone: ___________________________  Minor: ___________________________

Major: ___________________________  Graduation Date (month/year): ______

Cumulative GPA: ___________________________

Please answer the following questions on a separate piece of paper (1-2 paragraphs each):

1. Why do you wish to become a Career Associate? What qualities would you bring to the program?

2. Describe how you would educate your peers on available Career Development tools. How would you encourage their involvement in Career Development events and programs?

3. What skills will you bring to Career Development and how will they benefit our office?

4. What skills do you wish to gain from being a Career Associate?

5. How do you relate to our mission?

6. Are you involved in any groups, clubs, sports, activities, etc. on campus?
Alvernia University
Career Associates Recommendation Form

Applicant’s Name:____________________________

Recommender’s Name:________________________

Number of year you have known the applicant:_____  
Relationship to applicant:_______________________

Please rate the applicant on the following criteria:

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<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>No Basis for Judgment</th>
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Please provide a brief statement about the applicant’s ability to serve as a Career Ambassador (you may attach a separate paper if needed):

Printed Name:___________________________  Title:____________________________
Department:____________________________ E-mail Address:_____________________
Signature:_____________________________  Date:_____________________________
Alvernia University
Career Associates Recommendation Form

Applicant’s Name:____________________________________

Recommender’s Name:________________________________

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