

Position Title/Description:	Career Preparation Champion: Career Preparation Champions (CPC) are a select group of students who represent the Memphis Career Preparation Academy (a program of Career Services and the Division of Student Affairs) and are provided with the unique opportunity to gain extensive hands-on training and experience. CPCs develop Leadership and Professional Competencies such as communication, leadership, teamwork, interpersonal and analytical skills which are sought by employers. Participation in all training sessions is required, as well as, completion of the Tiger Talent Professional Development Series.
Typical Duties:	• Assist student participants in the Memphis Career Preparation Academy (MCPA) in person, online, and on the telephone • Help program participants with use of TigerLink • Critique resumes and cover letters online and in person • Participate in outreach activities including program workshops • Help plan and prepare for career-related events, market MCPA, and complete additional career projects as directed by the Program Coordinator • Assist on the day of functions such as Career Fairs, MCPA events, etc. as directed by the Program Coordinator • Greet visitors as needed; help with general office duties as assigned by the Program Coordinator
Minimum Qualifications:	Full-time undergraduate student • Sophomore, junior, or senior status • Minimum 3.25 GPA • Employment, leadership or volunteer experience • Strong interpersonal skills • Excellent written, oral, and electronic communication skills • Demonstrated professional presentation/public speaking skills • Strong detail orientation • Ability to present a professional appearance daily during work hours • Proficiency with Microsoft Office and web-based applications • Able to take initiative to complete assigned tasks and energetically promote MCPA and Career Services to program participants • Participation in all training sessions is required, as well as, completion of the Tiger Talent Professional Development Series.
Hours Worked:	CPCs typically work 10-12 hours per week during the fall and spring semesters.
Compensation:	\$8.50 per hour.
Selection Process:	Only applicants meeting the minimum qualifications will be considered. Applicants must submit an application, cover letter, resume, and list of three professional references. To apply, please email your cover letter, resume, and list of references to lwichman@memphis.edu . Please put Career Preparation Champion in the subject line of your email.