

Position Title/Description:	Career Preparation Champion: Career Preparation Champions (CPC) are a select group of students who represent the Memphis Career Preparation Academy 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.
Typical Duties:	<ul style="list-style-type: none">• 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 to promote the MCPA to students• Help plan and prepare for career-related events, including workshops• Keep MCPA members engaged in the program, through email and in-person meetings• Assist with Career Services events as directed by the Program Coordinator• Greet visitors as needed and help with general office duties as assigned by the Program Coordinator
Minimum Qualifications:	Full-time undergraduate student <ul style="list-style-type: none">• 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
Hours Worked:	Summer: 10-20 hours per week Fall and Spring Semesters: 10-12 hours per week
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 the following to lwichman@memphis.edu : <ul style="list-style-type: none">• Cover letter• Resume• Reference Sheet (list of references)