The Fisher College of Business Career Coaches are undergraduate trained paraprofessionals who meet individually with undergraduate students in the Fisher College of Business to coach them on developing their most effective resumes. Duties and responsibilities include:

- Provide advice and feedback to students on resumes for fellow Fisher students during walk-in hours
- Assist students with the development of cover letters and other professional correspondence
- Participate in a training program to utilize strategies that optimize effectiveness of written forms of communication with employers
- Meet with students to provide advice on preparing for their QUIC interviews
- Assist with outreach and presentations to Fisher student organizations
- Conduct LinkedIn profile critiques for students

THE BENEFITS TO YOU

- List your coaching experience on your resume.
- Flexible hours that fit with your normal class schedule.
- Enhance your communication, teaching, and leadership skills by providing 1-on-1 consultation to college students
- Get the “inside track” on successful job search strategies and enhance your abilities to secure employment.
- Receive $10.85 per hour.

QUALIFICATIONS

Requires higher level interpersonal skills to coach students on preparing an effective resume; enthusiastic about helping others; strong verbal and written communication skills to present ideas and resume strategies clearly to students; exercises some independent decision making and problem solving; ability to work independently with minimum supervision as well as work in a team environment; strong organizational skills and attention to detail is a must.

Previous internship experience in business prior to the period of employment as a career coach required. Third or fourth year Fisher College of Business student (not graduating before May 2018); must have passed QUIC interview; good academic standing with a minimum GPA of 3.3.

Must be able to complete a two semester commitment (August 2017-May 2018) of 5-6 hours per week; desire to make this a productive, personal experience and not just a part-time job; completion of Business Administration 2601 (or comparable course and/or comparable experience) is helpful, but not required.

TRAINING

- You will participate in a required comprehensive training program during spring semester 2017.
- You will learn about the resources and policies of the Office of Career Management, how to do resume and cover letter critiques, FisherConnect registration processes, on-campus interviewing procedures, & LinkedIn profile reviews
- You will also participate in on-going training, which will include bi-weekly meetings with your supervisor

APPLICATION PROCESS

To apply, please visit FisherConnect and look for Job ID 41762. Please submit your resume, a cover letter, and an essay which responds to the question below through FisherConnect. Application deadline: 11:59 p.m., Friday, February 3, 2017.

Essay Question: Describe a time when you received outstanding customer service and how you could apply what you learned from that experience in the Career Coach position.

Please e-mail Audrey Bledsoe at bledsoe.38@osu.edu, if you have any questions.