

Career Studios: Peer Career Coaches – Position Description

Career Studios are student-centered, drop-in spaces designed to offer accessible, peer-led career guidance. Career Studios are staffed by student Peer Career Coaches (PCC) with support from professional Career Coaches. Services include help with resumes, cover letters, job/internship searches and referrals to professional Career Coaches for more in-depth assistance. These Career Studios will be in multiple campus spaces and available virtually, with one location in Student Life's [Buckeye Commons](#) at the Ohio Union. Buckeye Commons is a new center designed as an open, welcoming, multi-purpose space where students can connect, build community, and access resources that enhance their ability to engage, learn and thrive.

We are currently recruiting Peer Career Coaches for Spring 2026 and for the 2026-2027 academic year. This role offers valuable training and career knowledge to help you support your peers while advancing your own professional development.

RESPONSIBILITIES

- Provide one-on-one and virtual drop-in assistance to undergraduate students on resume and cover letter development.
- Educate students on [NACE \(National Association of Colleges and Employers\) Career Readiness Competencies](#), interviewing strategies and available career resources.
- Assist students with Handshake, LinkedIn and other career technology platforms and tools.
- Connect students with relevant career resources and inform them about ethical internship/job search practices.
- Participate in training sessions with other Peer Career Coaches and professional staff.
- Support career-related events and activities sponsored by the Office of Student Life.

PROFESSIONAL DEVELOPMENT

As a Peer Career Coach, you will:

- Receive comprehensive training on career development topics, including resume writing, interviewing and internship/job search.
- Build coaching and communication skills that are highly valued by employers.
- Gain hands-on experience with career platforms such as Handshake and LinkedIn.
- Develop leadership and problem solving abilities through peer support and event facilitation.
- Access mentoring and guidance from professional Career Coaches to support your own career planning.

- Enhance your professional network by collaborating with staff, students, and university partners.

QUALIFICATIONS

- Currently enrolled as an undergraduate student at The Ohio State University with sophomore, junior, or senior status.
- Strong attention to detail and exceptional interpersonal skills.
- Proven ability to manage time effectively and prioritize tasks.
- Comfortable engaging with a variety of students both individually and in group settings.
- Adaptable and responsive to a variety of support requests.
- Able to commit a minimum of 6 hours per week.

PREFERRED QUALIFICATIONS

- Experience providing one-on-one assistance (e.g., coaching, advising, mentoring or tutoring).