

## **“Navigator” Peer Mentoring Internship 2018-2019**

### **Compass Resource Center**

**To Apply:** Students must submit a cover letter, résumé and contact information for three professional references to Erica Sparks at [careerservices@oswego.edu](mailto:careerservices@oswego.edu) by **March 23** for consideration. Qualified applicants will be asked to attend the group interview on **March 28th at 6-7:30pm** at the Compass, 145 Marano Campus Center. If you have a class conflict w/ the interview please let us know.

You are encouraged to use the Resource Center in 145 Marano Center for help with your application Monday-Friday, 10-4:30pm!

#### **Prerequisites**

- Cumulative 2.5 GPA or above
- Must be willing to **commit for the full 2018-2019** academic year
- Must possess a positive and welcoming attitude

#### **Hours**

- Approximately 10 hours per week, which includes: 8 hours in resource center, 1 hour staff meeting and 1 flex hour outside of the resource center supporting events such as campus presentations, career/graduate school fairs and other events.
- The Resource Center is open 10AM - 4:30PM; M – F and hours are dependant upon intern availability and coverage needs.

#### **Academic Credit**

- To earn credit, interns must enroll in GST 498 or equivalent departmental course.
- You must also secure a faculty sponsor in your academic major department and complete a learning agreement by Sept. 1.
- Upon successful completion, interns will earn 3 upper division credits each semester.
- Please note that students in the School of Business must be junior standing in order to receive academic credit for an internship. Non Junior/Senior status students will need to complete the prerequisite deviation for credit in other majors.
- You can visit Center for Experiential Learning at the Compass in 145 Marano Center for assistance with credits and sponsors.

#### **Responsibilities**

- Welcome all guests to the resource center and provide excellent customer service throughout their visit.
- Communicate effectively with a team of Navigators, Advanced Navigators and Graduate Assistant to provide an exceptional experience for all guests in the Resource Center and at Compass programs and events.
- Mentor diverse undergraduate and graduate students throughout their career development to include: major and career exploration, resume and cover letter development, job and graduate school searches, and searching for and securing community service, service learning, and internship opportunities.
- Support Compass staff through “flex hours” with programs, events, presentations, and campus outreach initiatives such as tabling and intern recruitment.
- Work closely with an assigned mentor throughout the academic year on your own professional development.
- Participate actively in ongoing training activities to stay current on resources at weekly scheduled staff meetings.
- Assist with clerical and office duties in the Resource Center, including technology management such as Optimal Resume reviews, etc.
- Provide constructive feedback regarding the resource center programs and services in order to continually improve the student experience.
- Successful interns who will be returning to SUNY Oswego the following academic year are also encouraged to apply for the Advanced Navigator position, which is a paid leadership opportunity.

#### **Required Skills**

- Ability to work collaboratively in a team as well as independently.
- Ability to build a rapport with students in a one-on-one and small group settings.
- Ability to effectively communicate in a clear manner to students, alumni, and other guests.
- Ability to learn in a hands on and at times, fast-paced environment.

**Training**

Once hired, interns can shadow current a Navigator staff members for a realistic preview of the position. They are expected to return to campus prior to the start of classes in the fall for a 3-day training. Additionally, interns will attend weekly staff meetings, tbd.