**Graham Peer Advisor (GPA) Program Information**

The Graham Peer Advisor (GPA) program is a leadership program for current Gatton students who are interested in promoting the mission of the Graham Office of Career Management while actively assisting students with their career aspirations and life-long learning goals. The purpose of the Graham Peer Advisor program is to provide career exploration, career advising, and career development assistance to students on a peer-to-peer level.  Graham Peer Advisors are trained to present on a variety of career development topics, to assist with student outreach, and to promote the importance of early and continuous career planning and preparation.

**Roles and Responsibilities:**

* Attend mandatory training the Tuesday before the Fall Semester begins
* One-year commitment (consecutive fall and spring semesters)
* Minimum of 3 hours per week for office hours including but not limited to:
	+ social media updates, classroom marketing, newsletter preparation, employer correspondence, creating flyers and marketing materials
* Attend 1 hour bi-weekly (every other week) team meeting
* Provide assistance (after training) to students on the following topics:
	+ College Stress, Choosing a Major, Finding a Job or Internship, Career Fair Tips, Resumes, Campus Involvement, Class/Major Advice, Time Management
* Staff programs and preparatory and recruiting events such as resume development events and career fairs.
* Create a career resource tool (for example, educational handouts for Linked-In, Interviewing Tips, etc.)
* Lead a promotional campaign for the Graham Office each semester in the Gatton College

**GPA’s Learning Outcomes:**

* Develop skills that will be applicable to your long-term career goal including: leadership, technical, listening, teamwork, and interpersonal skills
* Build upon your communication skills, both oral and written
* Define, develop, and grow your own career goals as you move through your academic college experience
* Serve with a team of great people and enjoy a creative & diverse work environment
* Build mentoring and coaching skills

**Qualifications:**

* Demonstrated (or looking to gain) leadership experience
* Grade point average of 3.0 or above
* Excellent written and oral communication skills
* Time management skills
* Positive energy and work ethic
* Ability to work in teams and to work on individual projects

**Stipend: $300 per semester**

**Graham Peer Advisor (GPA) Application**

***DIRECTIONS:***

***Please attach your resume and the questions below to your email submission. Submit to*** ***Amanda.goldsmith@uky.edu*** ***with subject line “GPA Application”.***

**Name**:

**Phone Number**: **Student ID#:**

**Preferred Email Address**:

**Overall GPA**: **Class Year** *(Freshman/Sophomore/Junior)*:

**Major**: **Academic Advisor**:

***Please answer the following in less than 200 words per question.***

1. Have you previously used services in the Graham Office of Career Management? If so, in what capacity? If no, why haven’t you?
2. What qualities, skills, and experiences will you bring to the GPA role?
3. In what ways are you involved in the UK campus community?
4. Please describe why you’re interested in the GPA program?