

# University of Illinois at Urbana-Champaign

## The Career Center

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**Job Title:** Career Services Paraprofessional (CSP)

**Description:** The CSPs are hourly-paid student leaders, equipped to represent The Career Center (TCC) by supporting the student population in achieving their career readiness goals. CSPs work on a team with ~15 student paraprofessionals, one graduate assistant, and the Assistant Director for Career Education and Outreach. The 2023-2024 hourly pay rate will be \$14 / per hour. CSPs complete the following activities in their role:

- Facilitate one-on-one in-person and virtual services including resume, cover letter, and LinkedIn profile reviews
- Present a variety of career related presentations
  - TCC Workshops to student organizations, and at the TCC center
- Availability for evening engagements (5pm-6pm)
- Be knowledgeable about The Career Center's services
- Promote TCC at various university events

### **Commitment to Career Readiness**

The Career Center is committed to the career readiness of Illinois students. As a CSP, your responsibilities and duties will support your development of career readiness competencies needed for a successful transition into the workplace. Visit [www.careerservices.illinois.edu](http://www.careerservices.illinois.edu) for more details.

### **Essential Duties & Responsibilities:**

#### **Written & Oral Communications Skills**

- *Conduct resume, cover letter, and LinkedIn profile reviews for University of Illinois students*
- *Facilitate customized career related workshops for the entire campus*
- *Communicate appropriately in writing and in-person with students, faculty and professional staff*

#### **Teamwork & Collaboration**

- *Collaborate with ~15 CSPs to ensure scheduled requests are fulfilled*
- *Attend and contribute during mandatory staff meetings every other week on Mondays from 5-6pm*
- *Participate in projects and initiatives that support The Career Center's mission, values and goals*

#### **Global & Intercultural Fluency**

- *Engage in opportunities to increase and support cultural awareness and inclusivity*

#### **Digital Information Technology**

- *Utilize specific software (Moodle, ScheduleQ, & Microsoft Teams) programs to perform in-person/virtual services and to participate in group communication and messaging*

#### **Critical Thinking & Problem Solving**

- *Recommend practical resources and referrals to career related questions and specific needs of Illinois students*

#### **Leadership & Career Management**

- *Promote and refer The Career Center services and resources at university engagements*
- *Possess desire to further develop personal growth and career readiness skills*

## **Professionalism & Work Ethic**

- *Build rapport with stakeholders and provide excellent service delivery*
- *Maintain a minimum of 6 hours per week (minimum of 3 hours in-person and 3 hours for online document reviews (8 hours maximum are permitted each week—discuss with direct supervisor)*

## **Time Commitments:**

- In-person reviews are Monday-Friday 2:00-4:30pm (CSPs must be available and have flexibility within this timeframe to give 3 hours minimum/per week)
- Online document reviews are flexible and completed Monday-Friday 11am-5pm (Minimum of 3 hours per week required)
- Applicant must be able to attend staff meetings every other Monday from 5:00-6:00 pm, if hired
- Attend two days of paid training sessions in the Fall and Spring semesters

## **Qualifications:**

- Currently enrolled undergraduate student
- Enrolled consecutively & full-time for the upcoming Fall and Spring semester at UIUC
- Ability to work a minimum of 6 hours per week: In-person (3 minimum) & online (3 minimum)
- Available to attend biweekly staff meetings, every other Monday from 5:00-6:00 pm, if hired
- Willing and available to host campus workshops between Monday-Wednesday 5:00-6:00pm (Individual CSPs present 2-3 times per semester)
- Available to attend paid, staff training sessions, if hired

*To be considered, you must also meet the following requirements of the University:*

- Domestic students: must be enrolled for at least 6 credit hours during Fall and Spring semesters during the 2023-2024 academic year
- International students: must be enrolled for at least 12 credit hours during Fall and Spring semesters during the 2023-2024 academic year

## **How to Apply:**

The Career Center is committed to hiring a diverse staff to reflect the unique interests of all persons at the University of Illinois at Urbana-Champaign.

- [Career Services Paraprofessional Spring 2024 Application](#)

## **Application Timeline:**

- The CSP Spring 2024 interviews will be conducted from Nov. 13<sup>th</sup> - Nov. 15<sup>th</sup>, the Assistant Director for Career Education, Zella Walden, will contact you about the status of your application and invite you to an interview the week of Nov. 10<sup>th</sup>.
- Only Finalist Candidates will be invited to a mutually available 20 minutes interview slot during this timeframe.

## **Contact Information:**

Please email questions, comments, or concerns to Zella Walden at [Zwalden2@illinois.edu](mailto:Zwalden2@illinois.edu)

## Career Services Paraprofessional Application Process Timeline

Applications Open	Monday Oct. 23
Applications Due	Sunday Nov. 5 <sup>th</sup> by 11:59pm
Receive notification of your application status/selection	Friday Nov. 10 <sup>th</sup>
CSP position interviews (Finalist Only)	Monday Nov. 13 <sup>th</sup> - Tuesday Nov. 15 <sup>th</sup>
Final notification of your application status/selection	Week of Nov. 27 <sup>th</sup>
Return Offer Letter	Dec. 4 <sup>th</sup>
In-Person Training	January/Prior to Spring 2024
Spring 2024 CSP Training (more details to come)	Sunday Jan. 14 <sup>th</sup> and Monday Jan. 15 <sup>th</sup>
Start CSP responsibilities	First week of class January 16 <sup>th</sup>