

MPA CAREER MANAGEMENT PEER CAREER COACH DESCRIPTION



The University of Texas at Austin
Texas McCombs MPA
McCombs School of Business

Responsibilities

- Collaborate with MPA Career Management and other MPA Program staff to:
 - Develop new career materials
 - Plan and manage events
 - Lead small-scale workshops
 - *Attendance at some evening events is required*
- Hold one-on-one meetings with MPA students to:
 - Critique resumes and cover letters
 - Conduct and/or provide feedback on mock interviews
 - Provide guidance on navigating the RecruitMcCombs system effectively
- Participate in the career portion of ACC 151 by doing the following:
 - Review MPA resumes on Canvas
 - Develop and present material relevant to recruiting and professionalism
 - Participate on student panels
- Assist with creating flyers, posters, videos, PowerPoint slides and other marketing tools to inform and encourage student participation in MPA Career Management activities
- Use technology to help track event logistics, build and maintain contact lists, collect and analyze data, and document processes following office standards for maintaining data integrity
- Provide a student perspective to continuously enhance the student recruiting experience
- Be proactive and creative by providing suggestions to new or existing events and activities
- Engage in student staff training sessions
- Other duties as assigned

Required Qualifications

- Exhibits exceptional professionalism, including attire and conduct
- Pursuing an MPA degree and in good standing with the program
- Able to work at least 10 hours per week
- Proficient in Microsoft Word, PowerPoint, and Excel
- Able to work effectively on a team with minimal supervision
- Demonstrates initiative, flexibility, creativity and a desire to learn
- Receptive to feedback

Preferred Qualifications

Applicants who meet the criteria listed above but not those below will still be considered.

- Experience with MPA recruiting
- Experience with mentoring and/or advising
- Proficient in photo-editing and movie-editing and able to learn computer-related tasks quickly

Benefits

- Develop and enhance transferable professional skills in working with teams, process improvement, event planning, public speaking, marketing, advising, leadership, and technical applications
- Gain in-depth knowledge of the recruiting process
- Interact with company professionals and recruiters
- Flexible work schedule

Pay

Pay is dependent upon qualifications and experience. Opportunities to advance to senior student staff exist.

Questions?

Contact MPACareers@mcombs.utexas.edu