



Career Peer Advisor Information Packet

Fall 2025-Spring 2026

Included In this Packet

- Information about the application and selection process
- Application (BRIEF ESSAY REQUIRED)
- Class schedule required (weekly format)
- Frequently asked questions

How to Apply

- Submit a completed application (link to form can be found below and in Handshake); **no hand-written, scanned, or emailed applications, please (REQUIRED)**

Required Application:

<https://forms.gle/YCLwDL49gi6RqxxW7>

- Two recent references with current contact information **(REQUIRED)**
- Fall 2025 schedule (weekly view) **(REQUIRED)**
- Cover letter (uploaded to Handshake along with your application) **(OPTIONAL)**

Selection Process

- Only highly qualified candidates will be invited for a one-hour **In-person or virtual** interview
- Applications will be accepted until the position is filled



Frequently Asked Questions

Watch this brief YouTube video about the Career Peer Program:

<https://www.youtube.com/watch?v=WRQbjEsy5nU&t=10s>

What do Career Peers Do?

Career Peer Advisors assist the Career Center (CC) in providing career services and information to the UMBC student body.

Here are a few examples of Career Peer activities:

- Serving as the first point of contact during our drop-ins/express appointments for résumé/cover letter reviews from 2-4 p.m. Monday-Friday and scheduled, virtual résumé /cover letter critiques one evening per week from 5-7 p.m.
- Using your proof-reading skills to critique résumés and cover letters; provide information about Career Center services and resources
- Facilitating/presenting career workshops and seminars (training provided)
- Assisting with special events such as career fairs and information tables
- Using Handshake to generate industry newsletters
- Designing and presenting group information sessions to student organizations, students in the residence halls, and other groups
- Assisting CC staff members with projects (for example, event coordination, information tables).

What do I need to qualify to be a Career Peer?

- Excellent communication skills (both written and oral)
- Good interpersonal skills
- A strong interest in helping other students and ability to serve as a role model for others
- Public speaking ability desired (however, we will train in this area)
- Prior office experience is helpful



- Basic computer skills, such as Power Point, Canva, Excel, and Webex or other virtual platforms
- Knowledge of what the Career Center does
- To apply, must have and maintain at least a 2.75 g.p.a. and be in good academic standing (sorry, no exceptions)
- Dependable and trustworthy
- **You must be currently enrolled and commit to both Fall and Spring semesters.**

How much do Peers get paid?

The pay rate will be disclosed at the time of your interview; however, it will be well above minimum wage.

Who do Career Peers report to?

Career Peers report to the Associate Director for Career Development; however, Career Peers often work with several CC staff members on special projects.

What is the time commitment for Career Peers?

You will be scheduled for 10 hours per week. Additional “floating hours” can be used for presenting workshops that may be held outside of your scheduled hours, assisting with CC special events and working on special projects (about 10-12 hours per week).

There may be evening workshops in the residence halls and occasional weekends when presenting to student organizations. You will also be asked to work one week-day evening from 5:00 until 7:00 p.m. (virtual). Evening hours will be aligned with your schedule.

Career Peers **must** be available to work drop-in resume/cover letter hours (2-4 p.m.) one or two days per week (Monday-Friday) since this is when you help other students with their résumés, cover letters, and provide Handshake assistance.

You must also attend a two-day mandatory training program that will be held in late August before the start of the Fall Semester.

Do I need references?

Yes, when completing your Career Peer application, please provide two **professional** references along with their current contact information (a phone number **and** email address). UMBC



references would be preferred but are not required. We will check those references before hiring you.

What is the selection process for Career Peers?

You **must** apply in Handshake and complete the Career Peer application (see link on page one and in Handshake). All the instructions are posted there. **Résumés submitted any other way will not be considered. Please do not email your resume.** Applying for the Career Peer position through Handshake is a requirement and is part of the screening process since you will use Handshake significantly in this position.

The most qualified candidates will be contacted to schedule a one-hour, professional interview, which can be held either in person or virtually. Final selections will be made as early as possible, ideally by the end of the current semester. You will be asked to sign an acceptance letter and employment agreement.

What is the deadline to apply?

Career Peer applications will be accepted until the position is filled so be sure to apply early. The position is currently posted in Handshake. However, you will begin working during the first day of the Fall 2025 semester.

How many Career Peers will be hired?

We are seeking to hire three Career Peers for the Fall 2025 semester.

I have questions. Who should I contact?

Please contact Diane Crump-Fogle, who oversees the Career Peer program and supervises Career Peers, at crump@umbc.edu, 410-455-3907.