



University of Vermont

Career Center

Peer Leader

UVM Career Center, Burlington, VT

Student Staff position | Sept 2025 – May 2026 | [Apply via Handshake](#)

The UVM Career Center connects students & alums to people, opportunities and resources to help them find and pursue experiences, develop skills, explore interests, and expand their networks. As a Peer Leader, you will be trained to support all these efforts. You will staff drop-in hours to address common career questions and refer students to our wide array of resources; you will offer guidance to peers on their resumes, cover letters, and LinkedIn profiles (both in-person and virtually); you will tackle career-related projects; support our events; and will play a key role in expanding the reach and impact of UVM's [Career Interest Groups](#).

Join our team for a chance to help others and advance your own career readiness through experience, reflection, training, and collaboration.

Inclusive excellence, curiosity, connection, and building confidence are core to our work. We seek applicants who can contribute varying perspectives and experiences to our work.

Skills You Will Apply & Develop:

You do not need to have all these skills to apply; rather you have to have a desire in developing the skills in order to succeed as a Peer Leader – we will train you!

- Build capacity as a coach by supporting students with their interests and career journey
- Refine your skills in leadership, communication, collaboration, and time-management
- Practice the art of giving, receiving, and integrating feedback
- Enhance tech and marketing skills through the use of Handshake, Instagram, UVM Connect, Jobscan, Brightspace, etc.
- Get curious and step outside your comfort zone
- Explore and engage with inclusive excellence practices and learnings
- Take initiative on tasks and projects

Expectations & Responsibilities

Attendance is required at PL Orientation Mon, Aug 18 - Sat, Aug 23 (week prior to classes). Weekly Peer Leader meetings during the semester are also required.

Commit 8-10 hours/week (occasional evenings/weekends) throughout the academic year on:



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- Coach students on career related topics in one-to-one and group settings, done both in-person and virtually (e.g., Drop-Ins and online doc reviews).
- Build relationships with student clubs/orgs/affinity groups using personal connections, UVM Clubs, UVM Connect, and internal referrals to support Interest Group activities (e.g., co-sponsor events, cross-promote opps, support members with career prep).
- Take initiative on career center projects aligned with your competency development goals. Projects may be tied to events, employer/alum engagement, workshops or curriculum development, marketing or outreach; administrative tasks, self-designed.
- Support department events including fairs, signature events, and more.
- Promote key opportunities & resources through newsletters and online postings
- Participate in our Peer Leader Inclusive Excellence Educational program to learn more about yourself and others.
- Share your story to illustrate how students can gain & leverage meaningful experiences (e.g., internships, jobs, volunteer, research) to reach their goals.

To apply:

Submit a resume and cover letter in Handshake by 5pm on Friday, March 28th.

This position is open to upcoming sophomores, juniors, seniors and grad students; both Non-Work-Study and Work-Study students.

In your cover letter please address the following:

- Why are you interested in the Peer Leader role?
- What do you hope to gain through this experience?
- How does this position align with your overall schedule & plans for 2025-2026?

Need resume and cover letter tips or pointers?

Feel free to use our online [resume and/or cover letter resources](#) or [stop by the Career Center](#) to have a current Peer Leader review your draft – you can even ask them about the job (*they'll have some great advice on interviewing and more*)!