

## **Career Readiness Advising Fellow Position**

Career Services selects up to ten faculty/instructional academic staff/academic staff members who serve as an academic advisor in some capacity within their role. The purpose of the position is to collaborate with Career Services and connect conversations and mentoring occurring during academic advising sessions to the National Association of Colleges and Employers (NACE) Career Readiness Competencies.

### **Project Work**

- Work to integrate the Career Readiness Competencies into the advising experience, via email communication, advising appointments and sessions, and group advising sessions (if applicable).
- Intentionally name the Career Readiness Competencies when meeting with students during advising sessions.
- Encourage advisees to explore the “We Are Career Ready” resources available through Career Services.
- Discuss areas of strength and development when reviewing the Career Readiness Competencies with advisees and discuss ways to further develop areas where development is needed.
- Encourage advisees to explore “The Ready Report” where competency development can be identified through course and co-curricular activities.
- Encourage students to utilize the career readiness assessment in FOCUS2.
- Commit to share what you learned about the Career Readiness Competencies during your advising fellow training with your department during a departmental meeting.
- These Career Readiness conversations are not geared toward first-year students but are expected to occur with non-first-year students.
- It is encouraged that (if applicable) a Career Readiness Statement be added to all syllabi of the Advising Fellow.

### **Application**

Submit a letter of interest clearly explaining your excitement for the opportunity, and how you would plan to infuse the Career Readiness Competencies into your advising sessions and discuss them with your department. Interested applicants need to commit to attending the Advising Fellow training on Thursday, January 18, 2024, from 9AM-Noon, CST.

### **Application Deadline**

Application materials should be emailed to Melissa Wilson ([melissa.wilson@uwrf.edu](mailto:melissa.wilson@uwrf.edu)) no later than Noon on Friday, December 15. Late applications will not be considered. Those accepted are required to attend a training on January 18 from 9AM-Noon and virtual one-hour wrap-up meeting in the spring (date is TBD).

### **Payment and Support**

- \$400 for work completed in spring 2024.
- Direct support and mentoring as provided by Career Services staff members.
- Hands-on assistance in exploring ways to infuse Career Readiness Competencies into the Advising experience.
- Access to Career Readiness support network and resources.

### **Follow-Up**

Questions regarding this program (funded by a Universities of Wisconsin Advising360 Mini-Grant) can be directed to Melissa Wilson, Director of Career Services.