**Position Title:** Career Profile Advisor (CPA) (Career Education)

**Position Summary:**
The Career Profile Advisor (CPA) provides Western University students and alumni with constructive feedback on their employment/application documents (e.g. resumes, cover letters, CVs and LinkedIn profiles) to help clients reach their employment or educational goals. Clients can drop in and receive help in person or through e-advising every day of the academic year. CPAs staff “WERC”: Western’s Employment Resource Centre, located in the Careers and Experience office, UCC 210.

The CPA role is crucial for the overall success of the WERC program. CPAs will be expected to participate in Spring Orientation in March 2020, as well as mandatory online training over the summer and in-person training in September 2020 and January 2021. CPAs are also expected to assist with one WERC/Careers & Experience related event per term.

CPAs will be supported and supervised by the Team Coordinator, Career Profile Advisor to ensure all CPAs are well equipped to effectively support clients and complete the day-to-day operations of WERC.

**What will you gain from this role?**

- Thorough training on resumes, cover letters, CVs and LinkedIn profiles which are skills useful throughout your academic and professional life
- Ability to give feedback to others in a positive, constructive manner
- Satisfaction of helping clients articulate the skills and knowledge they have gained
- Opportunity to provide additional services in interviewing and job search strategies
- Experience on a fun and engaging team who meets socially and for professional development
- Opportunities to develop leadership and facilitation skills from hosting workshops or events
- A more in-depth understanding of Student Experience
- A Letter of Reference from the staff designate of Career Education
- Recognition through Western’s Co-Curricular Record (wccr.uwo.ca)

**What do we ask from you?**

- Attend all mandatory CPA training (March, September, January) and complete online training modules/assignments during the summer
- Commit to shift times (2 hours a week); WERC can only function if CPAs are present on their shift
- Provide service to clients both in-person and through e-advising
- Volunteer at one WERC/Careers & Experience event per term (2 total throughout the 2020-2021 academic school year)
- Perform tasks that have been assigned to the best of your ability and ask for help when needed
- Represent the Careers & Experience office professionally
- Respect differences of gender, ethnic origin, race, religious affiliation, sexual orientation and those with disabilities
- Confidentiality: the ability to hold all private information in trust and confidence
What kind of student leaders are we looking for?

- Strong interpersonal skills
- Ability to work independently and as part of a team
- Willingness to commit to training sessions and weekly volunteer hours
- Interest in helping Western students
- Ability to provide and accept constructive feedback
- A solid understanding of English grammar and composition; while we are not an editing service, these skills are considered an asset
- Excellent oral and written communication skills
- Interested in learning relevant career skills
- Ability to problem solve and provide constructive feedback
- Interested in helping others and developing personal leadership skills

Position Requirements:

- Minimum 70% academic average (65% in Engineering)
- Enrolled as a full-time Western undergraduate or graduate student
- Completed (or completing presently) at least 5 full courses (or equivalent) at Western

Position Specifics:

Term Length:
One academic year, September 2, 2020 - April 27, 2021

Time Commitment:
Two hours/week, plus mandatory training and one WERC/Careers & Experience event/term

Compensation:
This is an unpaid volunteer position and eligible for Work Study

Number of Positions Available:
50-60

Reports to:
Team Coordinator, Career Profile Advisor

Application Method:
Login to Western Connect, and navigate to the Western Peer Leader posting boards to find this posting and instructions on how to apply (submit a resume and cover letter).

Western Values Diversity:
The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact our Administrative Officer at ralary@uwo.ca or phone 519.661.1111 (89081).