

## **POSITION TITLE:** *Career Profile Advisor, Western Employment Resource Centre (WERC)* *(Careers & Experience)*

---

### **POSITION SUMMARY:**

Career Profile Advisors (CPAs) provide Western University students and recent alumni with constructive feedback on their employment/personal branding documents (e.g. Resumes/CVs, Cover Letters, and LinkedIn profiles) as well as offering interview appointments and advice to help individuals' reach their employment or educational career goals. As front-line members of the Western Employment Resource Centre (WERC), CPAs staff drop-in hours within the Careers & Experience department's main reception area (in the University Community Centre (UCC), Room 210) and provide further support through e-advising services at [werc@uwo.ca](mailto:werc@uwo.ca).

Career Profile Advisors are the primary staff of the Western Employment Resource Centre and are trained by staff from Careers & Experience's Career Education team to ensure they are informed as to Career Education's career success philosophies as well best-practice approaches to providing career-focused peer support and advice. CPAs will be expected to participate in orientation activities once they are selected as well as mandatory online training as well as in-person training sessions at the beginning of the Fall 2023 and Winter 2024 academic terms. CPAs are supported and supervised by a Team Coordinator throughout the academic period they provide support to students and recent alumni (September – April) in order to ensure they are well equipped to effectively support individuals and complete the regular, on-going career-focused support activities offered by WERC. As part of the Career Profile Advisor role, CPAs are also expected to assist with one WERC/Careers & Experience related event per term above and beyond their regular drop-in, eAdvising and interviewing activities.

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

- In depth understanding of current best practice approaches to resume/CV, cover letter and LinkedIn profile development as well as training on interviewing (how to conduct a professional business interview as well as what employers look for/assess through the interview process); increased knowledge of these career-focused area can provide participating CPAs with information that they can use personal in seeking to meet your own employment or educational career goals
- Greater ability to effectively give feedback to others in a positive, constructive manner
- The knowledge (and satisfaction in knowing) you've made a meaningful difference for Western students and recent graduates by helping individuals articulate their 'brand' as well as the skills, abilities, knowledge and experience they possess in a clear and compelling manner; being able to more readily speak to their capabilities increases the confidence of those individuals who you support and helps more effectively position them for success within the recruiting/selection process
- An opportunity to be part of a fun and engaging team who not only supports the Western Community but who also meets socially and takes part in personal development activities
- The chance to further develop your personal leadership, coaching and facilitation skills
- A more in-depth understanding of the work, support & resources offered by the Student Experience division at Western
- Foundational understanding of and training in Workplace Hazardous Materials Information System (WHMIS), Health and Safety and the Accessibility for Ontarians with Disabilities Act (AODA)
- A Letter of Reference from the WERC Staff Coordinator

# Western Student Experience

- Recognition through Western's Co-Curricular Record ([wccr.uwo.ca](http://wccr.uwo.ca))

## KEY RESPONSIBILITIES:

- Attendance at all mandatory CPA training events (beginning of Fall and Winter academic terms) and timely completion of online training modules/assignments as required
- Commitment to support members of the Western Community to the best of your ability by consistently offering 5hrs/wk. of support and providing feedback & advice across the various support initiatives offered by WERC (via In-person drop-in Advising, eAdvising & Peer Interviewing)
- Volunteer your time & effort to support one WERC/Careers & Experience event per term (2 total throughout the 2024-2025 academic school year) beyond WERC's regular Drop-in, eAdvising and Peer Interviewing initiatives
- Represent the Careers & Experience office (and Western University overall) with integrity, holding all confidential student information in trust and confidence and dealing with all student matters with tact & sensitivity
- Display an enthusiasm for the development and growth of Western students and a commitment to service excellence while respecting differences of gender, ethnic origin, race, religious affiliation, sexual orientation and those with disabilities.
- A willingness to seek input from other team members and ask for help if you require support or assistance

## What kind of skills/attributes/traits are we looking for?

- Strong interpersonal skills with the ability to build effective relationships with peers
- Excellent communication skills (both written and oral) and the ability to convey ideas and information clearly and influentially (while WERC is not an editing service, strong English grammar and composition abilities are an asset)
- A demonstrated track record of dependability and dedication along with a strong sense of integrity and personal responsibility
- A keen desire to take initiative, and willingness to contribute to a supportive team environment
- An engaging and energetic personality with an interest in developing career-focused knowledge and coaching skills
- The ability to solve problems and work effectively both independently and as part of a team
- Strong time management and organizational skills
- A positive attitude and a commitment to helping Western students
- The ability to provide and accept constructive feedback in order to consistently refine and improve a valuable service for all Western students

## POSITION REQUIREMENTS:

- 5 hours a week from September 1, 2024 to April 30, 2025 (\*NOTE: Career Profile Advisors (CPAs) are not expected to commit the standard support of 5hr./wk during the December & April exam periods or the Fall & Winter Reading Weeks.)
- Strong communication (attending, listening, speaking) skills. Must be enrolled as a full-time Western student and be able to regularly participate in WERC activities and initiatives in-person

**\*\* Please note:** *In order to support thriving students, this position is contingent upon successful balancing of all dimensions of wellness, including occupational and academic. If a Career Profile Advisor is at risk of not progressing within their program of study they may be removed from the role for the sake of their status as a student.*

## POSITION SPECIFICS:

---

### TERM LENGTH:

Fall/Winter terms, September 1, 2024 – April 30, 2025 (training roles out in August)

### TIME COMMITMENT:

- 5 hours/wk to providing In-person Drop-in Advising, eAdvising & Peer Interviewing support, plus one WERC/Careers & Experience event/term of approximately one hour/event (*\*NOTE: Career Profile Advisors (CPAs) are not expected to commit 5hr./wk during the December & April exam periods or the Fall & Winter Reading Weeks.*)

### TIME COMMITMENT:

- Unpaid, eligible for Work Study.

### POSITION TRAINING:

- Approximately 4 hrs of online training before the beginning of the new academic year in September
- Approximately 10 total hrs of training during the beginning of the Fall & Winter academic terms (September & January)

### WESTERN PEER LEADER (WPL) TRAINING:

- Complete Human Resources Training:
  - WHMIS
  - Health & Safety
  - Safe Campus
  - AODA
- Complete WPL Fundamental Training:
  - Code of Conduct, Ethics, Etiquette & Boundaries
  - Equity & Inclusion e-Learning Module
  - Gender-Based Violence Policy e-Learning Module
  - Indigenous Initiatives Content & Reflection
  - Clifton Strengths Assessment/Module/Reflection
- Complete Confidentiality Agreement and Student Contract
- Complete Student Feedback Form and/or Student Self-Reflection (one per term)

\*\* Trainings subject to change

### REPORTS TO:

Team Coordinator, Western Employment Resource Centre (WERC).

## **Application Method:**

Login to [Western Connect](#), and navigate to the **Western Peer Leader posting boards** to find this job posting and instructions on how to apply (ex. Uploading/emailing required application documents or redirecting to the [Working at Western](#) website).

## **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, Indigenous 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 [shona.casserly@uwo.ca](mailto:shona.casserly@uwo.ca) or phone 519.661.1111 (89081).