

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

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### **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) and interview skills to help clients reach their employment or educational goals. Clients can drop in and receive help live or through asynchronous e-advising five days a week. CPAs staff “WERC”: Western’s Employment Resource Centre, located in the Careers & 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 as well as mandatory online training over the summer and in-person training (if permitted) in September 2022 and January 2023. CPAs are also expected to assist with one WERC/Careers & Experience related event per term.

CPAs will be supported and supervised by a Team Coordinator 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, LinkedIn profiles, and interviews, skills that will service you personally in 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
- Resume ready certification and training in WHMIS, Health and Safety and AODA
- A Letter of Reference from the staff designate of Career Education
- Recognition through Western’s Co-Curricular Record ([wccr.uwo.ca](http://wccr.uwo.ca))

### **What do we ask from you?**

- Attend all mandatory CPA training (September and January) and complete online training modules/assignments as required
- Commit to shift times and other commitments as they arise (5 hours/week)
- Provide service to clients both in-person and through e-advising
- Volunteer at one WERC/Careers & Experience event per term (2 total throughout the 2022-2023 academic school year)
- Perform tasks assigned to you 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: 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
- 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
- Interest in helping others and developing personal leadership skills

## Position Requirements:

- Enrolled as a full-time Western student

## Western Peer Leader (WPL) Program Requirements:

- Complete WPL Fundamental Training: WHMIS, Health & Safety, Safe Campus, AODA, Campus Referrals & Resources, Code of Conduct, Ethics, Etiquette & Boundaries, Equity & Inclusion e-Learning Module, Gender-Based Violence Policy e-Learning Module, Indigenous Initiatives Content & Reflection, Return to Campus Module (COVID-19 Response)
- Complete Confidentiality Agreement and Student Contract
- Complete Student Feedback Form (per term)

\*\* Trainings subject to change

## Position Specifics:

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### Term Length:

One academic year, September 1, 2022 – April 28, 2023

### Time Commitment:

- 5 hours/week providing drop-in and e-advising support, plus one WERC/Careers & Experience event/term of approximately one hour/event
- Approximately 4 hours of online training in July/August at your convenience
- Approximately 10 hours of training in September
  - Human Resources online training modules:
    - WHMIS (60-90 min)
    - Health & Safety (45-60 min)
    - Safe Campus (30 min)
    - AODA (45-60 min)
  - Campus Referrals & Resources
  - Code of Conduct, Ethics, Etiquette and Boundaries
  - Equity & Inclusion e-Learning Module

- Gender-Based Violence e-Learning Module
- Indigenous Initiatives Content
- Return to Campus Module (COVID-19 Response)

**\*\* No commitments during December/April exam periods or the Fall/Winter Reading Weeks.**

## **Compensation:**

This is an unpaid volunteer position, although it is eligible for Work Study

## **Number of Positions Available:**

Multiple

## **Reports to:**

Team Coordinator

## **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.

## **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](mailto:ralary@uwo.ca) or phone 519.661.1111 (89081).