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, LinkedIn profiles and personal statements) and interview skills 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 & 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 2021 as well as mandatory online training over the summer and in-person training (if appropriate) in September 2021 and January 2022. 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 useful skills to have and utilize 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
• 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)

What do we ask from you?
• Attend all mandatory CPA training (March, September, January) and complete online training modules/assignments as required
• Commit to shift times (2 hours/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 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
• 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
• Interest 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

Western Peer Leader (WPL) Program Requirements:
• Complete Level-1 training: WHMIS, Health & Safety, Safe Campus, AODA, Mental Health Interactive Learning, Intercultural Competence & Global Engagement, Gender-Based Violence
• Complete Confidentiality Agreement and Student Contract

POSITION SPECIFICS

Term Length:
One academic year, September 1, 2021 – April 29, 2022
**Time Commitment:**

- 2 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 8 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)
- Mental Health Interactive Learning Module (30 min)
- Intercultural Competence & Global Engagement Module (30 min)
- Gender-Based Violence Module (30 min)

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

**Compensation:**
This in 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 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, 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).