

## POSITION TITLE: Employer Relations Volunteer

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### Position Summary:

Careers & Experience coordinates annual career and graduate fairs which are open to all Western students and alumni. Given the large scale and high visibility of these events, many individuals are required to ensure that they run smoothly. As an **Employer Relations Volunteer** you will be representing the Western community and act as a liaison between Careers & Experience, students, and recruiters attending our events.

### Duties and Responsibilities:

- Attend a training session held in mid-September (approximately 2 hours)
- Volunteer at all three fairs (two fairs take place in October, one fair in early February)
- Assist recruiters, staff, and coordinators throughout the day
- Help with unloading and loading of recruiter displays, boxes and materials (involves some physical lifting)
- Assist recruiters in parking lot and loading dock
- Assist with setting up booths & displays
- Other duties, as required

### Qualifications:

- Current Western student, returning in the Fall
- High degree of professionalism and resourcefulness
- Strong communication and organization skills

### What will you gain from this role?

- Gain experience in program planning, coordination, and implementation, as well as public relations.
- Opportunity to assist and make connections with recruiters.
- Involvement with employers from local, national, and international organizations.
- Personal enrichment through interaction with professional in different industries.
- Recognition through Western's Co-curricular Record.

### 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, CliftonStrengths Assessment & Reflection
- 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 30, 2023

### **TIME COMMITMENT:**

- Expected 3 hours per fair
- Position specific training as directed by supervisor

### **COMPENSATION:**

- This is an unpaid volunteer position

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