

Career Profile Advisor (CPA)

This dynamic role exists to provide Western University students 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 are able to 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 Student Success Centre, UCC 210 and Taylor Library.

What will you gain from this role?

- thorough training on resumes, cover letters, CVs and LinkedIn profiles which will give you lifetime skills
- the ability to give feedback to others in a positive, constructive manner
- the satisfaction of helping clients articulate the skills and knowledge they have gained
- we will pilot a peer mock interview service during the winter term of 2017; for 2018-19, we may approach CPAs to provide this service in addition to the standard CPA responsibilities
- being part of a fun team
- opportunities to use facilitation skills for workshops or events
- a more in-depth understanding of Student Services
- A Letter of Reference from the Associate Director, Career Counselling
- Recognition through Western’s Co-Curricular Record (wccr.uwo.ca)

What do we ask from you?

- Attend all mandatory CPA training (March, summer, September, October, January) and complete online training modules as needed
- Volunteer at least 2 hours a week
- Provide service to clients both in-person and through e-advising emails
- Facilitate WERC workshops throughout the 2018-2019 academic school year
- Commit to your shift times; WERC can only function if the CPAs are present for your shift
- Perform tasks that have been assigned to the best of your ability – ask for help if you need it.
- Represent The Student Success Centre professionally
- Respect differences of gender, ethnic origin, race, religious affiliation, sexual orientation and those with disabilities.
- Confidentiality: The ability to hold all confidential information in trust and confidence.

What kind of student leaders are we looking for? Those with.....

- strong interpersonal skills
- able to work independently and as part of a team
- willing to commit to training sessions and weekly volunteer hours
- interested in helping Western students
- able to provide and accept constructive feedback
- while we do not provide an editing service, a solid understanding of English grammar and composition an asset
- Excellent oral and written communication skills
- interested in learning relevant career skills
- minimum 70% academic average (65% in Engineering)
- Western undergraduate or graduate student

- completed (or completing presently) at least 5 full courses (or equivalent) at Western

Pay: Volunteer

NOTE: This position is eligible for Work Study.