

Position Title: *Career Profile Advisor*

Position Summary:

The Career Profile Advisor (CPA) is dynamic role that exists to provide 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 in person or through e-advising every day of the academic year. CPAs staff “WERC”: Western’s Employment Resource Centre, located UCC 210 and Taylor Library.

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 their skills and knowledge
- 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 Services
- A Letter of Reference from the WERC Coordinator, Career Counselling
- 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 a week); WERC can only function if CPAs are present for their scheduled shifts
- Volunteer at one workshop/ Student Experience event per semester (2 total throughout the 2019-2020 academic school year)
- Provide service to clients both in-person and through e-advising
- Perform tasks that have been assigned to the best of your ability and ask for help when needed
- Represent the Western Student Experience department professionally
- Respect differences of gender, ethnic origin, race, religious affiliation, sexual orientation and those with disabilities
- Confidentiality: the ability to 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

Position Requirements:

- 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

Position Specifics:

Term Length:

March 1, 2019 – April 25, 2020

Time Commitment:

- Regularly 2 hours per week.
- Attendance at the 3 mandatory training sessions plus completion of mandatory online training
- Assisting with 2 additional WERC related events/academic year for the broader student community

Compensation:

Volunteer Position. Work Study Eligible.

Number of Positions Available:

Various positions available

Reports to:

CPA Team Coordinator

Application Method:

Login to [CareerCentral](#), and navigate to the [Campus Student Leader posting boards](#) to find this job 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 or phone 519.661.1111 (89081).