

## Team Coordinator, Career Profile Advisor (CPA)

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The Team Coordinator, Career Profile Advisors, (TC) is the key leadership role overseeing the smooth day to day operations of the Career Profile Advisor (CPA) Program and WERC (Western's Employment Resource Centre). WERC and the role exists of CPA exists to help Western University students improve their employment/application documents (e.g. resumes, cover letters, CVs and LinkedIn profiles) through sharing informed recommendations. The CPA has a major influence in the confidence of the client and their ability to be successful in their employment or educational goals. The effectiveness of the CPAs and WERC lies principally with the Student Coordinator.

### What will you gain from this role?

- professional leadership experience
- the ability to impact a key student service designed to make Western students successful in employment and educational goals
- experience planning and executing training for a team of approximately 40-50 CPAs
- critical contributions to the selection process for incoming CPAs and the leadership team
- assessing the needs and providing resources and ongoing support for the CPAs
- facilitation skills for leadership meetings
- facilitation skills for workshops and events
- being part of a fun team who meets socially
- ongoing professional development
- the knowledge that you have made a meaningful difference for the Western students you help; when CPAs help clients to articulate the skills and knowledge they have gained, their confidence will increase, and the impact is significant to that client
- a more in-depth understanding of Student Services at Western
- a Letter of Reference from the Associate Director, Career Counselling
- recognition through Western's Co-Curricular Record ([wccr.uwo.ca](http://wccr.uwo.ca))

### What do we ask from you?

- 10-15 hours a week from May 1 to April 30
- coordinate and reply to all e-advising inquiries between May 1 to mid September
- collaborate with the Career Counselling staff designate on the design, delivery and evaluation of training to be offered during the summer, September and January
- solve problems that may emerge during the day to day operations of WERC
- delegating and supporting to the leadership team in order to meet goals for this role: operational effectiveness at the Student Success Centre and Taylor Library, training, social, marketing, e-advising, workshop facilitation
- share your enthusiasm for the development and growth of Western students
- dedication, integrity, dependability, initiative
- represent The Student Success Centre and Western University through conduct in accordance with professional standards
- 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 candidate are we looking for?

- past experience as a Career Profile Advisor



- strong interpersonal skills
- the ability to work independently and as part of a team
- dedication to work toward developing a strong team of CPAs
- excellent oral and written communication skills
- responsibility as a core value
- dedication, integrity, dependability, initiative
- a positive attitude and a commitment to helping Western students
- the ability to provide and accept constructive feedback
- interest in learning relevant career skills
- minimum 70% academic average (65% in Engineering)
- Western undergraduate or graduate student status
- completion (or completing presently) at least 10 full courses (or equivalent) at Western

**Preferred Experience:**

- community or campus involvement
- leadership experience including the ability to inspire a shared vision and encourage volunteer participants to work together to reach this shared vision

**Hours:**

May 1 – August 31: a maximum of 15 hours per week  
September 1 – April 30: a maximum of 10 hours per week.

**Pay:**

The rate of pay for 2017-18 is \$11.60 per hour