

## **Position Title:** *Career Profile Advisor Team Coordinator*

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### **Position Summary:**

The Career Profile Advisor (CPA) Team Coordinator is the key leadership role overseeing the smooth day-to-day operations of the CPA team and Western's Employment Resource Centre (WERC). WERC and the role of CPA exists to help Western University students improve their employment/application documents (e.g. resumes, cover letters, CVs and LinkedIn profiles) and their interview skills 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 Team Coordinator.

### **What will you gain from this role?**

- Ongoing professional leadership experience and development
- 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 CPAs
- Facilitation skills for meetings, workshops and events
- The knowledge that you have made a meaningful difference for the Western students you help; when CPAs help clients articulate the skills and knowledge they have gained, their confidence will increase, which makes a significant impact to that client
- A more in-depth understanding of Student Services at Western
- A Letter of Reference from the WERC Staff Coordinator
- Resume ready certification and training in WHMIS, Health and Safety and AODA.
- Recognition through Western's Co-Curricular Record ([wccr.uwo.ca](http://wccr.uwo.ca))

### **Key Responsibilities:**

- 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
- Hire and train a selected group of CPAs to facilitate the Peer Mock Interview service
- Solve problems that may emerge during the day to day operations of WERC
- Share your enthusiasm for the development and growth of Western students
- Delegate tasks and support the CPA executive team in order to meet goals for the year
- Represent Student Experience 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?**

- 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
- Strong time management and organizational 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

### 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

### Position Requirements:

- Past experience as a Career Profile Advisor
- 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

### Position Specifics:

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#### Term Length:

May 1, 2019 – April 27, 2020

#### Time Commitment:

May vary depending on the time of year, maximum of 10 hours per week.

#### Compensation:

The rate of pay for 2019-20 is \$14.00 per hour

#### Reports to:

WERC Staff 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 (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).