

## Employer Relations Student Coordinator

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The Student Success Centre coordinates three annual fairs and other on-campus events that are open to Western students and alumni. These events showcase student talent, connect students to prospective employers, and introduce various stakeholders to the services we offer. Given the large scale and high visibility of these events, many individuals are required to ensure they run smoothly. The **Employer Relations Student Coordinator** serves as a leader and acts as a liaison between The Student Success Centre, event volunteers, and recruiters.

### What will you gain from this role?

- Build leadership and problem-solving skills.
- Hone organization and communication skills.
- Interact with high-profile organizations, and make professional connections.

### What do we ask from you?

- Shadow current coordinator at the hirewesternu Job Fair on January 25<sup>th</sup>, 2018.
- Lead the recruitment and selection of Employer Relations Volunteers, including conducting interviews.
- Create, organize and conduct a training session in September for Employer Relations Volunteers (approximately 3 hours).
- Create and organize volunteer schedules for events.
- Assist with the promotion of the fairs to the student population through various channels (social media, student clubs, etc.)
- Attend all three fairs, and supervise and organize the Employer Relations Volunteers:
  - Assist recruiters in the loading dock, greeting them and assisting them to the registration desk and their booth location in the WSRC gymnasiums.
  - Assist with all duties assigned to Employer Relations Volunteers as needed. Including: setting up booths & displays, help with unloading and loading of recruiters displays, boxes and materials (involves some heavy lifting).
- Host select information sessions offered by The Student Success Centre. This includes: room set-up and clean-up, greeting recruiters, setting up A/V, unloading boxes and materials (may involve some physical lifting), and taking student attendance.

### What kind of candidate are we looking for?

- Current Western student.
- Strong organization and communication skills.
- High degree of professionalism and resourcefulness.
- Can work independently, with minimal supervision.
- Can commit from September to April (note peak periods: September – October & January - February).
- Be available for all three fairs (late September, late October, and late January).
- Be available to work during peak periods, typically in the evenings.

### Preferred Experience:

- Past experience as an Event Volunteer is an asset, but not required.

### Hours:

September 1 – April 30: a maximum of 10 hours per week.

### Pay:

The rate of pay for 2018-19 is \$11.60 per hour