

Position Title: *Employer Relations Student Coordinator*

Position Summary:

The Employer Relations Student Coordinator serves as a leader to a team of 20 event volunteers during our three annual fairs (Career Fair, Graduate & Professional School Fair, and Job Fair) and acts as a liaison between Western Student Experience and employers during recruitment events. During off-peak periods, the Student Coordinator assists with employer outreach and administrative duties that support the work of the Employer Relations Team.

What will you gain from this role?

- Experience in event planning and execution
- Relationship building and networking practice
- Better oral and written communication skills
- Presentation facilitation
- Effective problem solving and conflict resolution abilities
- Opportunities to connect with employers
- Recognition through Western's Co-curricular Record

Key Responsibilities:

- Lead the recruitment and selection of incoming volunteers.
- Plan, create, and conduct a training session in September for volunteers (approximately 2 hours).
- Create, organize, and circulate volunteer schedules for events.
- Assist with the promotion of the fairs through various channels (social media, student clubs, etc.)
- Attend all three fairs, supervise volunteers, and delegate tasks throughout the day.
Duties include:
 - Ensure recruiters have a positive impression of Western from arrival to departure.
 - Ensure a sufficient number of volunteers are available to assist throughout the day in various areas
 - Assist recruiters with set-up/takedown of booth, lift boxes and other recruitment material, answer general questions.
 - Liaise with the Employer Relations Team throughout the day, as needed.
- Host evening information sessions during peak periods (Sept – Oct, Jan – Feb).
This includes: room set-up and clean up, greeting recruiters, setting up A/V, unloading boxes and materials, and taking student attendance.
- Assist with employer outreach and administrative duties on behalf of the Employer Relations Team, as required.

What Kind of Candidate are we looking for?

- Strong interpersonal skills
- The ability to work independently and as part of a team
- Excellent oral and written communication skills
- Strong time management and organizational skills
- Dedication, integrity, dependability, initiative

Position Requirements:

- Current Western student, returning to school in the Fall.
- 1 - 2 years event management or volunteer leadership experience.
- High degree of professionalism and resourcefulness.
- Strong organization and communication skills.
- Can work independently, with minimal supervision.

Position Specifics:

Term Length:

One academic year, September 2, 2019 - April 27, 2020

Time Commitment:

- A maximum of 5 hours per week.
- Must be available for all three fairs.
- Must be available for two evenings per week during peak periods (September – October & January - February).

Compensation:

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

Reports to:

The Employer Relations Developer

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 or phone 519.661.1111 (89081).