

Position Title: *Employer Relations Volunteer*

Position Summary:

Student Success and the Employer Relations Team at Western coordinate the annual Career, Graduate, and Job Fair, along with various other campus events that are open to all Western students and alumni. These events showcase student talent, connect students to prospective employers, and introduce various stakeholders to services offered by Student Experience.

Given the large scale and high visibility of these events, many individuals are required to ensure that they run smoothly. Energetic and dedicated students are needed to serve as ambassadors for a number of our programs and recruiting activities during the academic year.

As an Employer Relations Volunteer you will assist with event set-up, execution, and take-down as well as assisting employers throughout the event. As the Employer Relations Volunteer, you will be representing the entire Western community and act as a liaison between Student Success and Western students and future recruiters.

What will you gain from this role?

- Opportunity to interact directly with and market yourself to prospective recruiters
- Opportunity to hone communication skills
- Opportunity to demonstrate organizational and problem-solving skills
- Resume experience: large event volunteering
- Recognition through Western's Co-curricular Record

What do we ask from you?

- Attend a training session held in mid-September (approximately 3 hours).
- Volunteer at all three Fairs (usually held on Thursdays):
 - Assist recruiters, staff, and coordinators throughout the day
 - Help with unloading and loading of recruiter displays, boxes and materials (involves some physical lifting)
 - Assist recruiters in parking lot and loading dock, greeting them and assisting them to the registration desk
 - Provide directions and answer questions from various stakeholders
 - Run general errands for recruiters
 - Assist with setting up booths & displays
 - Assist with tidying up following the event
- Other duties, as needed

What kind of candidate are we looking for?

- High degree of professionalism
- Strong communication skills
- Self-initiator
- Problem-solver
- Previous event volunteer or coordination experience

Position Requirements:

- Minimum 70% academic average (65% in Engineering)
- Current Western undergraduate student, main campus only who has completed at least 10 full courses (or equivalent)

Position Specifics:

Term Length:

September 2, 2019 - April 27, 2020

Time Commitment:

Attendance at all 3 Fairs, with 3 hours per Fair.

Compensation:

This is an unpaid volunteer position.

Number of Positions Available:

20

Reports to:

Employer Relations Volunteer Coordinator and 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).