

Employer Relations Volunteer Coordinator

The Student Success Centre coordinates three annual Fairs and other events on campus 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 our Centre. Given the large scale and high visibility of these events, many individuals are required to ensure that they run smoothly. The **Employer Relations Volunteer Coordinator** serves as a leader and acts as a liaison between the The Student Success Centre, the event volunteers and recruiters.

What will you gain from this role?

- Build additional leadership and problem-solving skills.
- Hone organization and communication skills.
- Interact directly with high-profile organizations.
- Market yourself to prospective employers.

What do we ask from you?

- Shadow current coordinator at the hirewesternu Job Fair on January 26th, 2017.
- Lead the recruitment and selection of Employer Relations Volunteers, including conducting interviews.
- Conduct a training session in September for your Employer Relations Volunteers (approximately 3 hours).
- Create and organize volunteer schedules for the fairs.
- Attend all 3 fairs where you will 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 employer/educational information sessions offered by The Student Success Centre, as-needed. This may include: room set-up and clean-up, setting up A/V equipment, unloading boxes and materials (may involve some physical lifting).

What kind of candidate are we looking for?

- Current Western student.
- High degree of professionalism.
- Strong organization and communication skills.
- Willing to work independently.
- Able to commit from September to April (note peak periods occur in September – October & January - February). Must be available for all three fairs (late September, late October, and late January).

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 2017-18 is \$11.40 per hour