

Employer Relations Volunteer

Position Description:

The Student Success Centre at Western coordinates annual Career 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. Energetic and dedicated students are needed to serve as ambassadors for a number of Success Centre programs and recruiting activities during the academic year. As an **Employer Relations Volunteer** you will be representing the entire Western community and act as a liaison between the centre, 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 .

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?

- Current Western student.
- High degree of professionalism.
- Strong communication skills.
- Self-initiator.
- Problem-solver.

Hours:

- Expected 3 hours per fair.

Pay:

- This is an unpaid volunteer position.