

POSITION TITLE: **Employer Relations Volunteer** (Careers & Experience)

Position Summary:

Careers & Experience coordinates the hirewesternu Career Fair once per semester and the Graduate & Professional School Fair in the Fall term. Both events are open to all Western students and alumni. Given the large scale and high visibility of these events, many individuals are required to ensure that they run smoothly. As an **Employer Relations Volunteer** you will be representing the Western community and act as a liaison between Careers & Experience, students, and recruiters attending our events.

What will you gain from this role?

- Gain experience in program planning, coordination, and implementation, as well as customer service.
- Opportunity to assist and make connections with recruiters.
- Involvement with employers from local, national, and international organizations.
- Personal enrichment through interaction with fellow peers and professionals in different industries.
- Recognition through Western's Co-curricular Record.

Key Responsibilities:

- Attend a training session held in early September (approximately 2 hours)
- Volunteer at all three fairs (two fairs take place in the Fall Term, one fair in the Winter Term)
- Assist recruiters, staff, and coordinators throughout the day
- Help with the unloading and loading of recruiter displays, boxes and materials (involves some physical lifting)
- Assist recruiters in parking lot and loading dock
- Assist with setting up booths & displays
- Assist with student promotion around campus
- Other duties, as required

Qualifications:

- Current Western student, returning in the Fall
- High degree of professionalism and resourcefulness
- Strong communication and organization skills

POSITION SPECIFICS:

Position Length:

- Fall/Winter terms
- Training in August

Time Commitment:

- Expected 4-8 hours per fair

Position Training:

- Position specific training as arranged by Supervisor.

WESTERN PEER LEADER (WPL) TRAINING:

- Complete Human Resources Training:
 - WHMIS
 - Health & Safety
 - Safe Campus
 - AODA
- Complete WPL Fundamental Training:
 - Boundaries E-Learning Module
 - Equity & Inclusion e-Learning Module
 - Gender-Based Violence Policy e-Learning Module
 - Indigenous Initiatives Content & Reflection
- Complete Confidentiality Agreement and Student Contract
- Complete Student Feedback Form and/or Student Self-Reflection (one per term)

** Trainings subject to change

Application Method:

Login to [Western Connect](#), and navigate to the **Western Peer 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, Indigenous 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 shona.casserly@uwo.ca or phone 519.661.1111 (89081).