

**Career Peer Program**  
**Career Peer Position Description 2021-22**  
(6 positions available)

---

**Position Overview**

The Career Peers are important members of the Student Life Centre (SLC) team. As a team of upper-year students, and under the advisement and training of the Coordinator, Student Life & Learning, this peer program provides student-driven, peer-to-peer career support through a customized one-on-one setting. As part of Student Life's career drop-in & e-advising service, Career Peers each host weekly two-hour shifts to provide support on the job search and job application (ie., tailoring resume & cover letters, interview coaching) process to Brescia students. Career Peers are ambassadors and peer advisors who help develop the 'MyCareer Story' panel series, as well as other educational on-campus career events (i.e., resume clinics; peers-in-residence office hours), and help students get oriented to the career education support in Student Life.

**Volunteer Functions & Responsibilities**

Career Peers will:

- Host one weekly 2-hour shift at the Career Peer drop-in desk and support peers in numerous ways, including but not limited to providing resume and cover letter feedback, helping with personal statements, and assisting with job search strategies
- Co-develop and co-facilitate workshops and special events with SLC staff.
- Under advisement from the Coordinator, Student Life and Learning and the Student Coordinator, plan, promote and execute the MyCareerStory Speaker Series panels
- Develop relationships with student groups, faculty, staff, and other service units (ie. Residence, Library, Registrar's Office, etc.) to ensure approachability and foster community, inclusion, and connection for all Brescia students.
- Actively participate and contribute to all team meetings, training sessions, and ongoing professional development opportunities provided through the SLC.
- Help promote all career education support in Student Life to the Brescia student population.

**Position Term & Commitment**

- This role is a volunteer position from September 2021-April 2022
- Time commitment: *Approximately 5-10 hours per week during the academic year.* This may include some evening hours.
  - You are not expected to volunteer during university holidays, study days, and exam weeks.
- Regular bi-weekly (2 hours/every second week) team meetings, which count as part of your hours for the week.
- Regular bi-weekly 1:1 meeting with the Coordinator, Student Life & Learning (0.5 hrs/every second week), which count as part of your hours for the week.

### Training

- Two required 3-hour training sessions will take place **Thursday, September 9, 2021** and **Thursday, September 16, 2021.**
  - Career Peer drop-in hours begin on Monday, September 13.
- Opportunities for continued professional development and training throughout each term, occurring in team meetings.
- Encouraged to suggest areas in which you would like additional training and seek opportunities that broaden and develop various areas of expertise.

*\*Please note that training sessions and meeting times are mandatory and if you are a successful candidate, you will be expected to keep your schedule clear of classes or other commitments during these times.*

### Bi-Weekly Team Meeting Schedule (TIMES + LOCATION TBD):

- September 30, 2021
- October 14, 2021
- October 28, 2021
- November 11, 2021
- November 25, 2021
- December 2, 2021
- January 6, 2022
- January 20, 2022
- February 3, 2022
- March 3, 2022
- March 23, 2022
- April 6, 2022 (extra meeting for transition purposes & celebration)

*\*Please note meeting times and location(s) will be determined based on the availability of the team.*

### Supervision

The team is advised and trained by the Coordinator, Student Life & Learning, who is responsible for the day-to-day management and development of the program, and provides support and guidance to the Career Peers through bi-weekly meetings, one-on-ones, training & development.

### Benefits

This position offers Career Peers the arena to develop a number of skills and opportunities for personal and professional growth, including:

- Extensive training with an emphasis on your skill development
- Acquire valuable knowledge about career planning and job search strategies to help with your own career development
- Opportunity to enhance transferrable job-related skills:
  - Professional communication, giving feedback, facilitation, and coordination
  - Presentation and public speaking
  - Program development

## STUDENT LIFE

- Work alongside other student leaders who are also interested in contributing to their community
- Official acknowledgement on your Co-Curricular Record: My Brescia Experience
- Letter of Reference provided upon request
- Meet new friends and have a great time!

### Qualifications

- Brescia student in third or fourth year of studies
- A cumulative average above 65%
- Strong interest in helping others and in providing peer-to-peer support
- Tact, professionalism, and time management
- A willingness to learn, take initiative, and follow through
- Confident, personable, and comfortable speaking in a group setting and one-on-one
- A keen interest in the career development field (i.e. job search strategies, interview skills, career decision-making/planning, etc.)
- Strong and consistent commitment to the program throughout its duration
- Previous campus volunteer or work experience, student leadership experience, and/or knowledge of Brescia/Western campus resources an asset

### Application Process

- Complete and submit the online application by: **Monday, March 8, 2021 at 11:59pm**
  - To apply, complete the [Career Peer Application](#)
- Interviews will occur between **Thursday, March 11, 2021 to Friday, March 26, 2021**
- All candidates will be notified of their status by **Monday, March 29, 2021**

If you have any questions or would like to request an application in an alternative format, please email us at [bucstudent.life@uwo.ca](mailto:bucstudent.life@uwo.ca)