

Career Peer Program
Student Coordinator Position Description 2021-2022
(1 position available)

Career Peer Program 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.

Position Overview

The Student Coordinator role is a volunteer opportunity for an individual, ideally, from a previous Career Peer Program and seeks to continue their professional development by assisting the Coordinator, Student Life & Learning in administering all aspects of the program. The Student Coordinator will assist with program administration, program development, meeting facilitation, be the lead in developing 'My Career Story' panel series, and other areas as needed.

Volunteer Functions & Responsibilities

The Student Coordinator will:

- Liaise with Student Life and Alumnae & Advancement to plan, coordinate, delegate responsibilities to Career Peers, and execute the My Career Story panel series (3-4 panels over year, with topics developed in August and informed by career support data in Student Life).
- Schedule Career Peer shifts for fall and winter terms and serve as first point of contact if a Career Peer is unable to attend shift.
- Co-develop and co-facilitate workshops/programming/special events with SLC staff.
- Develop relationships with student groups, faculty, staff, and other service units (i.e., Residence, International, Library, 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 Student Life.
- Promote all career education support in Student Life to the Brescia student population.

Position Term & Commitment

- This role is an enriched student leader position from May 2021-April 2022.

STUDENT LIFE

- Time commitment: Estimate of 3-5 hours per week in the summer months and *5-10* hours per *week for the academic year* (September – April). This may include some evening events and/or event planning (e.g. Resumania, 'My Career Story' panel series)
 - You are not expected to fulfill any hours during university holidays, reading weeks, study days, and final exam weeks.
- Host a weekly 2-hour shift at the Career Peer drop-in desk with Brescia students.
- Attend weekly 1.5 hours Student Coordinator office hours in the Student Life Centre (shared space with other Peer Program Student Coordinators).
- Regular weekly (0.5 hours/week) social media promotion of Career Peer Program initiatives, student career tips, and any other career education initiatives that are relevant.
- Attendance at all scheduled bi-weekly Career Peer training sessions and meetings (2 hours/every second week).
- Participate in regular bi-weekly 1:1 meetings with the Coordinator, Student Life & Learning (0.5 hours/every second 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 the week of **September 13, 2021**
- 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: training sessions and meeting times are mandatory and if you are the 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 Student Coordinator is advised by the Coordinator, Student Life & Learning, with whom they will be working closely to co-develop and facilitate the Career Peer Program/team.

Benefits

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

- Extensive training and 1-1 support with an emphasis on your own skill development and personal goals
- Acquire valuable knowledge about career planning and job search strategies to help with your own career development
- Enhanced leadership among other Student Coordinators in Student Life's Peer Programs
- Gain direct experience working with various Brescia staff, including Student Life and Alumnae & Advancement
- Ongoing development of professional behaviours in workplace setting, as first point of contact in the SLC during shifts and office hours
- Time management and prioritization developed through event planning and promotions
- Opportunity to enhance transferrable job-related skills:
 - Professional communication, giving feedback to others, facilitation, and coordination
 - Presentation and public speaking
 - Program development
- 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
- Marketing experience (print, social media) and awareness of Brescia brand standards and platform best practices an asset
- Interest in project management and event planning considered an asset
- 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, February 22, 2021 at 11:59pm**
 - To apply, complete the [Career Peer Student Coordinator Application](#)
- Interviews will occur between **Thursday February 25, 2021 and Tuesday, March 2, 2021**
- All candidates will be notified of their status by **Wednesday, March 3, 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