

Volunteering At The Career Centre

Information Session

Deadline to Apply: April 8th 2010



THE CAREER DEVELOPMENT CENTRE

- ⊙ Assists students and alumni with career/ educational planning and job searching
- ⊙ Offers various career resources
- ⊙ Provides numerous career planning and employment preparation workshops
- ⊙ Posts job openings for summer, contract, part-time and full-time employment
- ⊙ Participates in hosting a major Career and Job Fair each year

VOLUNTEERING INCREASES TRANSFERABLE SKILLS

- ① Marketing and promotion
- ① Presentation and public speaking
- ① Enhanced interpersonal/consultation skills
- ① Organizational skills
- ① Administrative experience
- ① Time management

SCL PROGRAM HISTORY

- ◎ Student Career Leader Program (Job Title: Peer Advisor)
- ◎ Began in 1981-1982 Academic Year
- ◎ Began due to the demand for services was increasing, and continues to increase
- ◎ Enables the CDC to reach more students with services and programs
- ◎ Allows for a resume-building volunteer experience

PEER ADVISORS

- ⊙ Perform in-person resume critiques for non-graduating students
- ⊙ Provide students with career-related information
- ⊙ Assist CDC staff in the Resource Centre
- ⊙ Complete special projects based on centre's needs and your interests

PEER ADVISOR ACTIVITIES

- ◎ 5 hours per week (3 in office, 2 external hours)
- ◎ Carry out special projects (Examples):
 - Presentations in residences/high schools
 - Interview alumni and author career profiles
 - Writing and developing promotional videos
 - ASK Program development
 - Authoring Blogs and articles for Career Forward E-newsletter

PEER ADVISOR EXPECTATIONS

- ⊙ **MUST BE ON-CAMPUS FOR BOTH FALL & WINTER TERM**
- ⊙ Complete 3-4 email assignments over the summer
- ⊙ Attend a 2 day training session during O-Week
- ⊙ Be in-centre 3 hours /2 hours external hours per week
- ⊙ Complete projects in accordance with deadlines
- ⊙ Always keep your supervisor informed of progress/concerns
- ⊙ Be professional in student consultations
- ⊙ Act as a positive ambassador to the CDC

BENEFITS OF BEING A PEER ADVISOR

- ③ Gain experience in career advising, research, writing and teamwork
- ③ Assists in understanding what tasks/activities you enjoy that will inform your own career planning
- ③ Include your PA experience on your co-curricular record

SELECTION PROCESS

- © Fill out the application (avail online) and submit your resume via email to Stacey Campbell: slcampbell@wlu.ca by April 8th, 2010
- © Interviews will be held the week of April 12th

SUCCESSFUL VOLUNTEERS

- ⊙ Have a good work ethic and are flexibly willing to commit to a variety of projects and try new things
- ⊙ Are self-directed
- ⊙ Are willing to be creative and enhance their portfolio of skills and experience
- ⊙ Are able to ask and answer questions and demonstrate that they can learn and apply new information quickly

GOOD LUCK!

Obtain the application online

Submit app and resume to Stacey
Campbell: slcampbell@wlu.ca

April 8th, 2010

