



Excellence • Innovation • Discovery

Career Planning Centre

Job Search Guide

Bachelor of Arts

Knowing What's Expected

If you have excellent research, organizational, writing, planning, and administrative skills as well as intellectual curiosity you will enjoy the options that the Bachelor of Arts degree affords.

Jobs in the arts require a strong command of language and the ability to think logically and analytically.

Knowledge of computer systems and current information sources is also important. Being able to speak and write French would be an asset in some positions.

Additional training or certification may be required in certain fields.

Your Selling Points

- ❖ Continually improving interpersonal and communication skills
- ❖ Knowledge of business management and social trends
- ❖ Specialization

Your Choices

A Bachelor of Arts offers a broad background in the humanities, sciences, and social sciences. As a result, depending on your major, you may pursue occupations in sectors such as communications, culture, law, religion, social work, and administration.

**Some of these occupations will require further education.

Careers for Arts Majors

- ❖ Public Administration
- ❖ Project Manager
- ❖ Library Technician
- ❖ Translator, Terminologist, or Interpreter
- ❖ Writer, Editor, or Journalist
- ❖ Lawyer
- ❖ Researcher or Consultant
- ❖ Policy or Program Officer
- ❖ Archivist
- ❖ Occupations in Religion
- ❖ University Research or Teaching Assistant
- ❖ Conservator or Curator
- ❖ Social Worker, Counsellor, or Probation Officer
- ❖ Liaison and Information Officer

Useful Experience/Skills

- ❖ Researching and writing skills
- ❖ Organizing
- ❖ Project Management
- ❖ Leadership



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What Employers Want

Contributions you make to your community reflect well on you as an individual. Employers are looking for students who are dedicated, hard working, and show a commitment to their interests.

By getting involved in on-campus societies (i.e. English, History, Canadian Studies, Women's Studies, Sociology & Anthropology, or Political Studies Societies) and volunteering early, you will not only show credibility in your area of interest but also a willingness to work towards goals.

Associations

Why join now? Professional associations are a great way to network within your field of study. Not only do these organizations help get you connected, they also help keep you well-informed. Many also have discounted student membership rates.

- ❖ Association of Canadian Archivists
<http://archivists.ca>
- ❖ Canadian Library Association
www.cla.ca
- ❖ Nova Scotia Barristers' Society
www.nsbs.ns.ca
- ❖ Association of Psychologists Nova Scotia
www.cpa.ca/nsprov.html
- ❖ Writer's Federation of Nova Scotia
www.writers.ns.ca
- ❖ Association of Translators and Interpreters of Nova Scotia
www.atins.org
- ❖ Nova Scotia Association of Professional Counsellors
www.ccacc.ca/NSAPC.htm

Job Searching

Job Hunting Websites

- ❖ Workopolis Campus
www.workopoliscampus.com/msvu
- ❖ The Halifax Herald
www.jobspress.com
- ❖ Nova Scotia Public Service Commission
www.gov.ns.ca/psc/services/employ
- ❖ Federal Government Jobs
<http://jobs.gc.ca>
- ❖ Atlantic Canada Careers
www.acc.net

Reference Books in the Career Planning Centre

What To Do With Your Degree

- ❖ What You Can Do with an Arts Degree
- ❖ Great Jobs for Liberal Arts Majors

Occupation Information

- ❖ Opportunities in Entertainment Careers
- ❖ Careers for Writers & Others Who Have a Way with Words
- ❖ NOC 0, NOC 4, NOC 5

Directories

- ❖ Who's Hiring
- ❖ Associations Canada
- ❖ Canadian Career Directory

For More Information Visit:

www.msvu.ca/careerplanning

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