



# *Earn While You Learn*

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Find a Job On Campus or Off Campus

MSVU Career Services Fall 2022 | Kyla Friel, Career Counsellor



*Join us for Societies and  
Volunteer Day*

COFFEE AND SNACKS

Tuesday 13th September  
McCain Atrium  
11 am - 1:30 pm



Sign up on-the-spot to  
volunteer  
with organizations  
on and off campus!







Tuesday, September 20, 2022  
Halifax Convention Centre

**HALIFAX**  
**UNIVERSITIES**  
career fair

Celebrating **25 YEARS** of connecting  
NS university students with employers.

**2022**



Free hourly shuttle service from Seton Academic Centre  
for MSVU students



# Job Scams

[MSVU job scam prevention tips](#)

From: ██████████ <██████████@MSVU.CA>  
Sent: Thursday, September 8, 2022 11:20:19 AM  
Subject: MSVU Approved Job Opportunity

## Approved Job for the School

*Personal Assistant Service*

*All Email recipients of MSVU Student & Staff are encouraged to be a part of this amazing offer. This is a part time job that will not affect your present employment or study at the campus & you'll be working from home. It's fun, rewarding, and flexible.*

*2-3 hours daily*

*Four Hundred Dollars (\$300)*

*Part-Time Job*

*Note ; Only 18+ Can Apply*

*To apply, Be sure to visit the link below.*

[\*Apply Here\*](#)

# Introduction

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- Working on campus – Student Works program
- Work off campus – where to look?
- Quick tips for applying

# Student Works Program

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- Flexible work hours on campus – work between classes
- Manage your time and multiple responsibilities
- Add to your career-related skills or transferable skills
- Gain references for future work or education applications

# To be eligible for Student Works

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- Demonstrate financial need by completing the Student Works application (Financial Aid form + cover letter + resume)
- Be a FULL time Mount student for the 2022-23 academic year
- Be living in Canada
- Have a valid Canadian social insurance number and bank account
- Hold a valid study permit (if an international student)

# Student Works all year!

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## Fall/Winter Jobs

- Jobs posted NOW, due Sunday, September 18 at 12 midnight
- Part-time: 12 hours/week from October to March
- Pay: \$15/hour

## Summer Jobs

- Jobs posted in March 2023
- Full-time: 32.5 hours/week



# Fall-Winter 2022-23 Jobs

9500	Accessibility Services	Accessibility Assistant
9529	Alexa McDonough Institute	Program Assistant
9526	Applied Human Nutrition	Internship Education Program Assistant
9516	Art Gallery	Gallery Attendant
9528	Athletics and Recreation	Child/Youth and Campus Recreation Programmer
9512	Athletics and Recreation	Varsity Marketing & Game Day Coordinator
9506	Athletics and Recreation	Athletics & Recreation Facility Assistant
9524	Athletics and Recreation & Centre for Academic Advising and Student Success	Student Engagement Assistant
9499	Black Student Support Office	Black Student Support Assistant
9501	Career Services	Online Career Systems Assistant
9502	Centre for Social Innovation and Community Engagement in Military Affairs	Centre Assistant Manager
9508	Child Study Centre	Communications Specialist
9507	Communication Studies	Social Media Coordinator
9511	English	English Department Media Committee Assistant
9520	Faculty of Graduate Studies	Communications Liaison
9514	History	Mi'kmaq Script Research Assistant

# Fall-Winter 2022-23 Jobs

9505	International Education Centre	International Student Engagement Student Software Support Assistant
9509	Library & Online Learning	
9518	Library (Archives)	Archives Student Assistant
9517	Modern Languages	French Language Materials Developer, Language Lab
9504	Psychology	Conference Planning Assistant
9519	Registrar's Office	Enrollment Support Specialist
9510	Research Ethics Office	Research Integrity Project Liaison
9521	Research Office	Research Office Communications Intern
9513	Residence Life	Residence Life Liaison
9522	Student Recruitment	Student Recruitment Assistant
9523	The Mount Bookstore	Social Media and Marketing Campaign Coordinator
9497	University Relations (Advancement)	Advancement Project Assistant
9515	University Relations (Communications & Marketing)	Communications & Marketing Assistant
9525	Women's Studies	Department Marketing and Program Building Assistant
9527	Writing Centre	Writing Centre Assistant

# How to apply to Student Works

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1. Login to **Career Connects**  
<https://careerconnects.msvu.ca/home.htm> with your Mount email and password. Contact [helpdesk@msvu.ca](mailto:helpdesk@msvu.ca) if you can't get in.
2. Follow the instructions in the job application. Send your application package in one email (cover letter(s) + resume + Financial Aid form) on or before **Sunday, September 18 at 12 midnight**.
3. If you're eligible, your cover letter and resume will be sent to departments where you applied. Departments decide who and when to interview in the week of September 26.
4. Jobs start Monday, October 3.

# Where else to look on campus (all year!)

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- Mount Saint Vincent Students' Union <https://www.msvusu.ca/job-opportunities>
- Library \*they draw from an applicant pool as needed [libraryjobs@msvu.ca](mailto:libraryjobs@msvu.ca)
- Convocation (Registrar's Office) <https://www.msvu.ca/campus-life/registrars-office/convocation/job-opportunities/>
- Chartwells (dining services) <https://www.dineoncampus.ca/msvu/about-us/job-opportunities>
- Your home department or related department (research grants, projects)

# Off campus Where to look

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- Career Connects (on campus and off campus jobs, all year) <https://careerconnects.msvu.ca/home.htm>
- Apps: LinkedIn, Job Bank, Indeed Jobs, Monster, Glassdoor, Kijiji, JobAware (Apple), WowJobs (Android)
- Websites: [Career Beacon](#), [ZipRecruiter](#), [Simply Hired](#), [Tourism Talent](#), [Nova Scotia Works](#)
- Federal Student Work Experience Program \*They draw from applicant pools, called inventories, throughout the year <https://www.canada.ca/en/public-service-commission/jobs/services/recruitment/students/federal-student-work-program.html>. Canadian citizens/permanent residents preferred
- Instagram: @halifaxnoisejobs @placemaking4g
- Facebook: @hfxpartnership @halifaxchamberofcommerce



# Quick tips for applying

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- Check out Career Services' Resume and Cover Letter Handbook for samples and suggestions <https://www.msvu.ca/wp-content/uploads/2021/05/Resume-and-Cover-Letter-Handbook-FINAL-MAY-2021.pdf>
- Cover letter = one page. ALWAYS tailor your cover letter to the job you're applying for.
- Resume = one or two pages.
- Explain how your past experiences connect to the job.

# Career Services

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Career counselling appointments

**902-457-6567** | [counselling@msvu.ca](mailto:counselling@msvu.ca)

- Part-time and full-time job search
- One-on-one interview coaching
- Cover letter, resume, LinkedIn, or online portfolio feedback
- Career indecision

\*Did you know? Career Connects also displays your Co-curricular Record, a digital certificate that recognizes your volunteer engagement



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