

Get to Know Career Services

August 31, 2022 | Kyla Friel, Career Counsellor



Helpful resources

Click here: [Career Connects](https://careerconnects.msvu.ca/home.htm)



**On
Campus
Jobs**

**Applications open
Sept. 1 to Sept. 18**

**Remember to submit your
Financial Aid form, resume,
and cover letter
(instructions in job posting)**

Career Connects
<https://careerconnects.msvu.ca/home.htm>

Click here: [Societies & Volunteer Day](#)





*Join us for societies and
volunteer Day*

COFFEE AND SNACKS

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



What we'll cover today

- Looking for work
- On campus and off campus jobs
- Job scams
- Co-curricular Record (gaining Canadian experience while volunteering)
- Resume and cover letter
- Job search tips
- Career tools to use while at MSVU
- Contact Career Services

Looking for work

- It's the **student's responsibility** to find work – we have GREAT, FREE resources and support to help you!
- Typically, you will apply online or by email with a resume and cover letter, individualized for that job
- For most study permits, working on campus does NOT count toward your 20-hour limit for work during the academic year. However, **students must consider balancing academic studies and paid work**
- Minimum wage is \$13.35 per hour in Nova Scotia. On October 1, 2022 it will increase to \$13.60. By April 2024 it will be \$15 per hour.

On campus jobs

- An on-campus job is usually flexible with your class schedule
- Pay is at or above minimum wage
- Opportunity to work in your field of study
- If you're hired and the work term goes well, you can ask your supervisor to be a Canadian reference for your next job application

On campus jobs

- **Career Connects *on campus and off campus jobs**
 - Login with your MSVU email address and password
 - <https://careerconnects.msvu.ca/home.htm>
- **Mount Saint Vincent University Students' Union**
 - Different positions, check website often
 - <https://www.msvusu.ca/job-opportunities>
- **Library**
 - Casual student assistant positions
 - *Library gathers a pool of resumes and hires as needed
 - Apply with resume and cover letter to libraryjobs@msvu.ca

On campus jobs

- **Chartwells (dining hall and cafés on campus)**
 - <https://www.dineoncampus.ca/msvu/about-us/job-opportunities>
- **Convocation ceremonies**
 - Seasonal: about two days in May and November
 - <https://www.msvu.ca/campus-life/registrar-office/convocation/>
- **Peer Support**
 - Job posting usually comes out in March on [Career Connects](#) and through Counselling Services/Health Office for academic year ahead

On campus jobs

- **Student Works**

- Eligible students:
 - Demonstrate financial need (form is in the job application)
 - Be a FULL time Mount student in the 2022/23 academic year
 - Be living in Canada
 - Have a valid Canadian social insurance number and bank account
 - Hold a valid study permit
- 12 hours per week, \$15 per hour + vacation pay
- Different positions; great match with programs of study
- Flexible with class schedule (working within Monday to Friday 8:30 a.m. to 4:30 p.m. in general)

On campus jobs

- **Student Works**

- Apply in early September for part-time work during the Fall and Winter terms (12 hours per week)
- Apply in late February/early March for full-time work during the summer (35 hours per week)

- Apply on **Career Connects**

<https://careerconnects.msvu.ca/home.htm>

*Access Career Connects 3 days before academic program or term starts. **Use your Mount email and password to access the site.** Contact helpdesk@msvu.ca if you have trouble getting in

- Sometimes Student Works and on campus positions are posted throughout the year. It's good to keep checking!



Off campus jobs

- **MSVU Career Services website (demonstration)**
 - www.msvu.ca/careerplanning

Beware! Job scams

What is normal

- You submit a resume and cover letter (you're not contacted as an 'applicant')
- An interview in-person or by video conferencing
- You can give personal information after you receive a written job offer

[Click here: MSVU Job Scam Prevention Tips](#)

What is a potential scam

- A job title and pay that seem too high to be realistic. E.g. Part-time Financial Manager for \$24/hour
- A list of tasks that are vague
- Asking you to deposit money into your bank account

Co-curricular Record (CCR)



Official Co-Curricular Record

Morgan Smith

msmith

Authenticity Code: 53375672249990881702

Leadership

Date	Activity	Position Title	Position Description	Competencies
2018 - 2019	Students Representative Council	Accessibility Rep	Advocating for students	Appreciating Diversity Effective Communication Intellectual Growth Leadership Development Professionalism

Test Category

Date	Activity	Position Title	Position Description	Competencies
2018 - 2019	Test Activity	Test Position	This is the description for your test position	Collaboration Effective Communication Leadership Development

Co-curricular Record (CCR)

- A digital certificate of **competencies** you've earned through volunteering (on campus or off campus) or participating in extra-curricular activities
- Volunteering = increasing your **transferable skills** AND Canadian-based skills and work experience
- You can work on your CCR during your time at MSVU
- Open your CCR online on [Career Connects](#)
- For questions contact **ccr@msvu.ca**

Resume and cover letter

- Cover letter (1 page) *Change it every time you apply to a job
- Resume (1 or 2 pages)
- Canadian context: show your merit and explain your past experiences and what you can do for the organization
- [MSVU Career Services Resume and Cover Letter Handbook](#)
 - Action verbs
 - Accomplishment statements (how to show your merit)
 - Visual examples

Resume and cover letter

- Canadian context
 - Personal details like age, relationship status, Canadian Social Insurance Number, or photos **do not go on your resume or cover letter**
 - Consider **voluntarily self-declaring** as a member of a diverse group if the employer has a self-declaration survey or diversity policy
- You can include **3 references** on a separate page in your application (professors, past supervisors). Consider time difference and language barriers.

Job search tips

- Most employers accept applications online
- For funded student programs, **read the details carefully to make sure you're eligible** (e.g. job posting open to current students versus open to students who are Canadian citizens or permanent residents)
- See job posting websites on [Career Services Work and Volunteer page](#)

Tools to use while at MSVU

- [Explore LMI](#)
View wages, job outlooks, and job posting across Canada
- [Explore Careers Nova Scotia](#)
Find job prospects, wages, education/training paths in NS
- [CanLearn Program Search](#)
Lists all programs for Canadian post-secondary institutions, including graduate schools (Career Services can help you review the process and your letter of intent!)

Tools to use while at MSVU

- [Graduate to Opportunity](#) and [Innovate to Opportunity](#)
Salary incentive programs for employers to hire recent graduates (including international students) in permanent job positions
- [Career Services Website](#)
Resources on resume formats, job posting websites, diverse and new graduate hiring programs
- [Career Connects](#)
On campus and off campus job postings, online appointment booking for Career Services, Co-curricular Record

Contact Career Services

Contact us!

- In-person appointments in McCain 312
- Video/telephone appointments

counselling@msvu.ca
902-457-6567

FB @msvucareerservices
IG @msvucareers

We help with

- Career indecision
- Resumes and cover letters
- Part-time and full-time job search
- Interview coaching
- Graduate school applications

Helpful resources

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