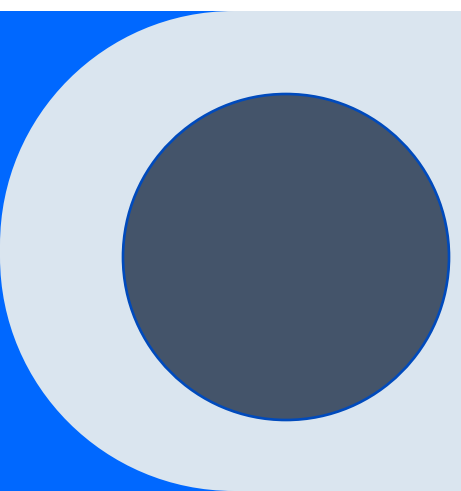





# **Job Search On Campus & Off Campus**



Kyla Friel, Career Counsellor  
September 2025



**JOIN THE EXPEDITION  
TOWARDS PROFESSIONAL  
SUCCESS...**

**Atlantic's  
Canada Premier  
Recruiting  
Event**

# HALIFAX UNIVERSITIES career fair

**TUESDAY, OCTOBER 21**  
**HALIFAX CONVENTION CENTRE**  
**10 A.M. – 3 P.M.**



**Free shuttle departs from the Seton Academic Centre main entrance facing the Bedford Hwy.**

**Departs from the Seton Academic Centre at:  
9:30 a.m., 10:30 a.m., 11:30 a.m., 12:30 p.m., 1:30 p.m.**

**Departs from the Halifax Convention Centre to MSVU at: 11 a.m.,  
12 p.m., 1 p.m., 2 p.m., 3 p.m.**



# Today's workshop

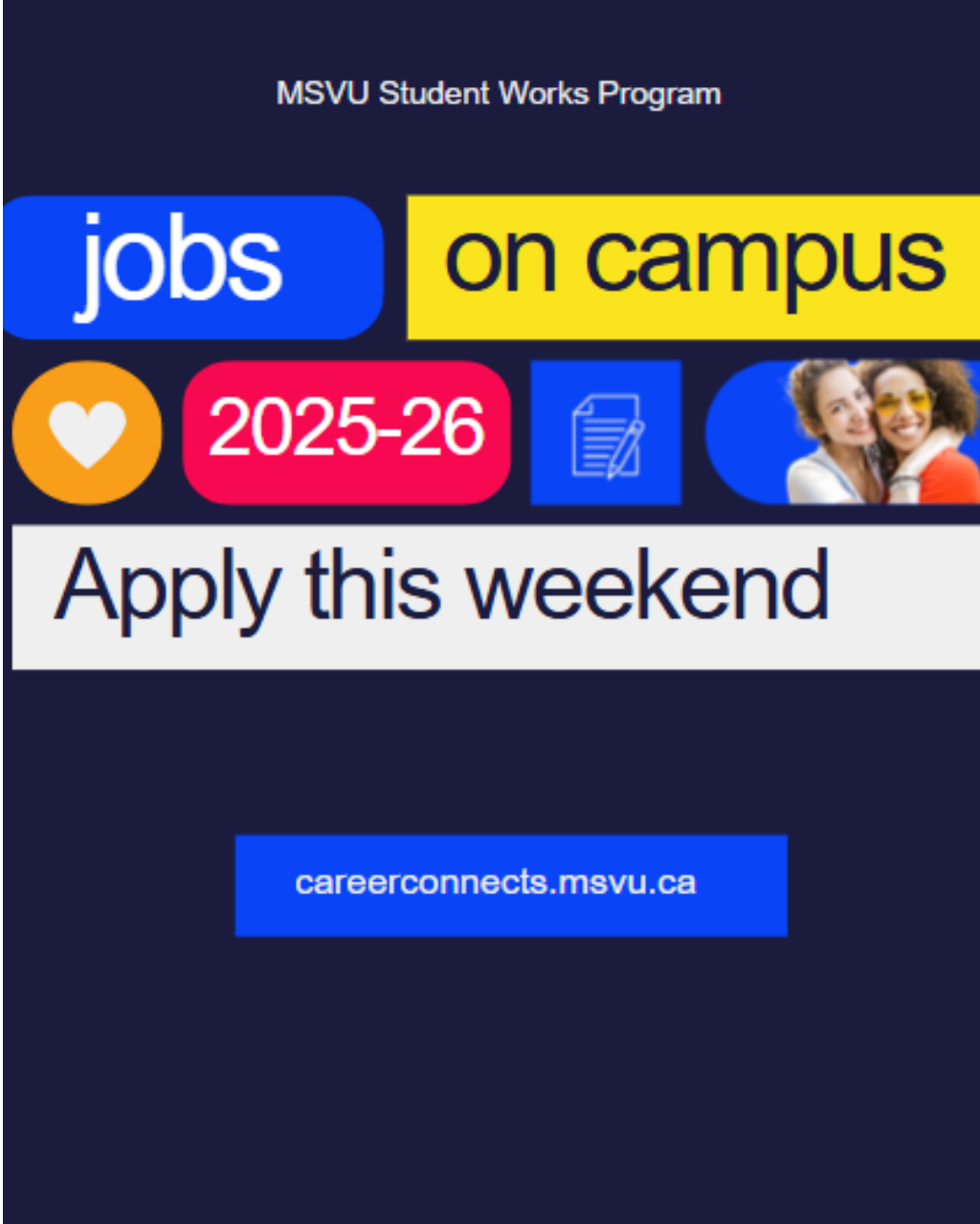
A note on job scams

Working on campus – Student Works + other sources

Working off campus – Where to look?

Quick tips for applying

POLL: What kind of work are you looking for?

A promotional banner for the MSVU Student Works Program. The banner has a dark blue background. At the top, the text "MSVU Student Works Program" is written in white. Below this, there are two large buttons: a blue one with the word "jobs" in white and a yellow one with the words "on campus" in black. Underneath these buttons is a row of four icons: an orange circle with a white heart, a red rounded rectangle with the text "2025-26" in white, a blue square with a white document icon, and a blue circle with a photo of two smiling students. Below this row is a white rounded rectangle with the text "Apply this weekend" in dark blue. At the bottom right, there is a blue rounded rectangle with the website address "careerconnects.msvu.ca" in white.

MSVU Student Works Program

jobs on campus

2025-26

Apply this weekend

[careerconnects.msvu.ca](https://careerconnects.msvu.ca)

## MSVU job scam prevention tips

\*Includes what to do if you're a victim of fraud

# Job scams

- Be suspicious of all unexpected emails, even when from @msvu.ca
- Research employers before applying
- Beware of jobs that are too good to be true
- Know what is a normal hiring process
- Never deposit cheques or etransfers for an employer. Don't etransfer money to your employer.
- Don't pay for expenses using your own money
- Report suspicious emails to phishing@msvu.ca. Contact MSVU, Career Services, or IEC



# MSVU Student Works – On Campus

- For full-time students with financial need
- 27 part-time jobs
- \$18.50 per hour, 12 hours per week
- October 2025 to March 2026
- Student eligibility and instructions in the job postings at [MSVU Career Connects](#)
- Apply before Friday, September 19 at 12 p.m. noon

# Student Works – Am I eligible?

## Make sure you meet these criteria:

- Demonstrate financial need by filling out the Fall/Winter 2025-26 Student Works Budget Sheet ([Excel file](#))
- Be a MSVU student for the 2025-26 academic year and registered in 1.5 units in both the Fall and Winter terms (1.0 unit in each term if registered with Accessibility Services)
- If a domestic student, must have either a government student loan, sponsorship, or bank funding (if applicable)
- Be living in Canada and available to work on campus
- Have a valid Canadian social insurance number and bank account
- Hold a valid study permit (if you're an international student)



# Jobs for 2025-26

Alantis and Alexa McDonough Institute for Women, Gender and Social Justice (AMI)	Editorial and Events Assistant
Applied Human Nutrition	Internship Education Program Assistant
Athletics and Recreation-2	Content Creation and Marketing Assistant
Business and Tourism	Kinu Tourism Project - Recruitment and Event Planning Support
CAASS - Writing Centre	Writing Centre Assistant
Child & Youth Study	Knowledge Mobilization Assistant
Communication and Marketing (University Relations)	Communications & Marketing Assistant
Communication Studies-1	Social Media & Events Coordinator
Communication Studies-2	Reading Group Coordinator and Researcher
English Department	English Department Media Committee Assistant
Facilities Management	Inventory Control Liaison
History-1	Student Assistant for Program Promotion and Social Media
History-2	Research Assistant - Mi'kmaq Script
Indigenous Student Centre	Indigenous Student Centre Assistant



# Jobs for 2025-26

International Education Centre	International Student Engagement Assistant
Library and Archives	Archives Student Assistant
Math & Stats	Mathematics & Statistics Education Support
Politics, Economics and Canadian Studies (PECS)	Communications/Project Design Assistant
Psychology-1	Research Assistant
Psychology-2	Research Assistant
Research Office	Research Office Communications Assistant
Residence Life	Residence Life Liaison
Student Recruitment	Student Recruitment Assistant
Teaching and Learning Centre	Instructional Design Production Assistant
The Mount Bookstore	Social Media and Marketing Campaign Coordinator
Women's Studies	Student Events and Social Media Coordinator
People and Culture - Office of Equity, Indigenous Relations and Human Rights	EDIA and Human Rights Student Assistant



# How to apply to Student Works

Send ONE email that includes:

- The Fall/Winter 2025-26 Student Works Budget Sheet ([Excel file](#))
- One resume (PDF preferred) with your name in the file name
- One cover letter (PDF preferred) with your name in the file name.  
(Departments where you apply will review this cover letter)
- If a domestic student, must provide proof of Student Loan or Student Line of Credit
- A list of the MSVU Career Connects Job ID numbers, position titles, and departments where you'd like to apply
- **Email your completed package to [financial.aid@msvu.ca](mailto:financial.aid@msvu.ca) by Friday, September 19 at 12 p.m. noon**

[Video](#) on how to apply  
[Presentation](#) on how to apply  
[Guide](#) on how to apply



# Where else to look on campus

- [Mount Saint Vincent University Students' Union](#) and @msvusu
- MSVU Library – Email your cover letter, resume and class schedule/availability to [libraryjobs@msvu.ca](mailto:libraryjobs@msvu.ca)
- [Chartwells](#) dining service
- [Convocation](#) – October 2025 and May 2026

- Follow up with your department and professors for hiring opportunities in research and project management

GROUP THINK: Have you heard of other places hiring on campus? Put it in the chat :)

# Off campus jobs

- [MSVU Career Connects](#) – Includes on campus and off campus jobs. Great for local jobs intended for students. 14 new jobs posted this week!
- IG [@halifaxnoisejobs](#) Also great for local jobs and volunteer opportunities. A variety of positions.
- [Government of Canada Federal Student Work Experience Program](#) – Uses a pool (inventory) application system. Full-time students only. Canadian citizens/permanent residents preferred.
- [Government of Canada Research Affiliate Program](#) - Must be a full-time student and enrolled in an academic program that requires research as part of your curriculum. Mature students may qualify. Canadian citizens/permanent residents preferred.
- [Nova Scotia Works \(Job Search\)](#) - Job postings collected by Nova Scotia Works employment centres

GROUP THINK: Have you heard of other places hiring? Put it in the chat :)



# Quick tips for applying

Check out the [MSVU Career Services Resume and Cover Letter Handbook](#) for visual examples and explanations

Cover letter = one page. If using AI, make sure to edit and insert details specific to you and your experience. Use the [STAR Technique](#) to show how you work.

Resume = one or two pages. Use [accomplishment statements](#) (like a mini STAR Technique) to show how you work



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counselling@msvu.ca  
902-457-6567  
IG @msvucareers  
EMF 141



# Career Services

## Drop-in Resume Review

Wednesdays

12 p.m. to 1:30 p.m.

McCain Atrium

## One-on-one appointments

career indecision | resume review

job search support | interview coaching

graduate school application

