



Earn While You Learn

Finding a Job On or Off Campus

MSVU Career Services Fall 2021 | Kyla Friel, Career Counsellor

Introduction

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

Student Works Program

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

To be eligible for Student Works

- Demonstrate financial need by completing the Student Works application (Financial Aid form + cover letter + resume)
- Be a FULL time Mount student for the 2021-22 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!

Fall/Winter Jobs

- Jobs posted NOW, due Thursday, September 16 at 12 p.m.
- Part-time: 12 hours/week during the academic year
- Pay: \$14/hour

Summer Jobs

- Jobs posted in March 2022
- Full-time: 35 hours/week

Fall-Winter 2021-22 job postings

Aboriginal Student Centre	Aboriginal Student Centre Student Assistant
Accessibility Services	Accessibility Assistant
AMI	Situational Assessment Coordinator
Applied Human Nutrition	Internship Education Program Assistant
Art Gallery	Gallery Attendant
Athletics Recreation	Child and Youth and Campus Recreation Programmer
Athletics Recreation	Varsity Marketing and Game Day Coordinator
Athletics Recreation	Facility Assistant
Athletics Recreation	Student-Athlete Peer Support Leader
Athletics Recreation and CAASS	Student Engagement Coordinator
Black Student Support Office	Black Student Support Assistant
Business and Tourism	Community (Nonprofit) Leadership Marketing Coordinator
Business and Tourism	TEAM Project Assistant
Career Services and Communication Studies	Online Career Systems Coordinator
Child Study Centre	Program Assistant
Communication Studies	Social Media and Events Coordinator

Fall-Winter 2021-22 job postings

ECCRC, CYS, Education

Undergraduate Research Assistant

English

Department Media Assistant

Graduate Studies

Communications and Research Liaison

IEC

International Student Engagement Assistant

Library

Library Lending and Digitization Student

NS Centre on Aging

Project Assistant

Online Learning (IT&S) and Library

Student Software Support Assistant

Psychology

EEG Research Assistant

Psychology

Research Assistant

Registrar's Office

Enrollment Support Specialist

Research Office

Research Office Intern

Residence Life

Residence Life Liaison

Student Recruitment

Student Recruitment Assistant

Teaching and Learning Centre

Student Teaching and Learning Assistant

Women's Studies

Marketing Research Assistant

Writing Centre

Writing Centre Assistant

How to apply to Student Works

1. Login to Career Connects
<https://careerconnects.msvu.ca/home.htm> with your Mount email and password. Contact 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) before Thurs. Sept. 16 at 12 p.m.
3. If you qualify, 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 20.
4. Jobs start Monday, September 27.

Where else to look on campus (all year!)

- Mount Saint Vincent Students' Union <https://www.msvusu.ca/job-opportunities>
- Library *they draw from applicant pool as needed 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

- 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
- 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>
- Instagram: @halifaxnoisejobs @placemaking4g
- Facebook: @hfxpartnership @halifaxchamberofcommerce

Quick tips for applying

- 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. Mention your program and year of study.
- Resume = one or two pages
- Explain how you connect to the job and your past experience

Career Services

Student Works 'office hours' Fri. Sept. 10 from 3 p.m. to 4 p.m. via MS Teams

Use CAREER CONNECTS careerconnects.msvu.ca to book your appointment
| 902-457-6139 | co-op@msvu.ca

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

*Did you know? Career Connects also displays your Co-curricular Record