

# Get to Know Career Services

April 28, 2022 | Kyla Friel, Career Counsellor



# 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 work schedule is flexible with your class schedule – classes come first. Work is usually within Monday to Friday
- 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](mailto: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 ( through 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 (if an international student)
- 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 late February/early March for full-time work during the summer (35 hours per week)
- Apply in early September for part-time work during the Fall and Winter terms (12 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](mailto: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](http://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

## 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

[MSVU Job Scam Prevention Tips](#)



# 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

In witness thereof these signatures confirm the authenticity of this record:

Dr. Mary Bluechardt,  
President & Vice-Chancellor

# 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](#)

# 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](#) (demonstration)
  - 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** 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)

# 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

# Job Club 2022 this week!

- **Effective Resumes and Cover Letters**
  - Thursday, April 28 at 1:30 p.m. AST on Microsoft Teams
- **Job Posting Websites and Online Career Tools Workshop**
  - Friday, April 29 at 1:30 p.m. AST on Microsoft Teams

There's still time to register! (link in chat)

Recordings and presentation slides will be posted on the MSVU Career Services website  
[www.msvu.ca/careerplanning](http://www.msvu.ca/careerplanning)

# Contact Career Services

## Contact us!

- In person appointments
- Videoconferencing/  
telephone  
appointments

### [Career Connects](#)

Email:

[counselling@msvu.ca](mailto:counselling@msvu.ca)

[ccr@msvu.ca](mailto:ccr@msvu.ca)

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