



# Get to Know Career Services

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**SEPTEMBER 1, 2023**

# WHAT WE'LL COVER

- How to find work
- How to find volunteer opportunities
- Quick tips for resumes and cover letters
- Online career tools
- Contact Career Services





# HOW TO FIND WORK



- Your job search is your responsibility – we can help!
- Consider how you will balance your time, energy, and academic and life responsibilities with paid work
- Typically, you apply online or by email with a resume and cover letter, written specifically for that job
- Minimum hourly wage is \$14.50. In October 2023 it will be \$15.00 per hour.

# **JOBS ON CAMPUS**

- Flexible with your class schedule
- Potential to work in your field of study or in a meaningful position
- Potential to ask your supervisor to be a Canadian-based reference for your next job application (tip: you can ask professors too!)



# **JOBS ON CAMPUS**

- **Career Connects** (on campus & off campus jobs). Login with your MSVU email and regular password after September 4. Student Works positions are posted here in September (for the fall and winter) and March (for the summer)
- **Mount Saint Vincent University Students' Union** Variety of positions. Check socials and website often
- **Library.** Casual student assistant positions. Resumes and cover letters collected through [libraryjobs@msvu.ca](mailto:libraryjobs@msvu.ca); candidates contacted as needed
- **Chartwells** (dining hall and cafes on campus). Variety of food service positions. Send cover letter and resume to [heather.richards@compass-canada.com](mailto:heather.richards@compass-canada.com)



# JOBS ON CAMPUS

- Convocation ceremonies Assistant positions in October and May
- **Peer Support.** Trained positions to support students' mental health. Job postings open in March through the Health Office, Counselling Services, and Career Connects
- **Student Works.** Posted on Career Connects in September and March  
Eligibility
  - Demonstrate financial need (Financial Aid form in job posting)
  - Be a full-time Mount student for the 2023-24 academic year (Fall and Winter terms)
  - Register for a FULL Winter term course load before applying to Student Works **→** (you don't have to pay for the courses yet!)
  - 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

APPLY SEPT. 4  
TO SEPT. 18

# 27 STUDENT WORKS POSITIONS OPEN

Department	Position
Accessibility Services	Accessibility Assistant
Applied Human Nutrition	Internship Education Program Assistant
Art Gallery	Gallery Attendant
Athletics and Recreation	Child/Youth and Campus Recreation Programmer
Athletics and Recreation	Varsity Marketing & Game Day Coordinator
Athletics and Recreation	Facility Assistant
Career Services	Co-curricular Record Assistant
Centre for Academic Advising and Student Success	Peer Advisor
Centre for Social Innovation and Community Engagement in Military Affairs	Centre Assistant Manager
Centre for Women in Business	Program Assistant
Communication Studies	Social Media & Events Coordinator
English	English Department Media Committee Assistant
Faculty of Professional and Graduate Studies	Graduate Studies Program Assistant

Department	Position
International Education Centre	International Student Engagement Assistant
Library and Archives	Student Archives Assistant
Modern Languages Department	French Language Materials Developer, Language Lab
Office of the President EDIA	EDIA Student Assistant
Politics, Economics & Canadian Studies	Communications/Designs Assistant
Psychology	Research Assistant
Registrar's Office	Registrar's Office Support Specialist
Research Ethics Office	Research Ethics and Integrity Student Liaison
Research Office	Research Office Communications and Special Projects Intern
Residence Life	Residence Life Liaison
Student Recruitment	Student Recruitment Assistant
The Mount Bookstore	Social Media and Marketing Campaign Coordinator
Women's Studies	Department Marketing and Events Assistant
Writing Centre	Writing Centre Assistant

# JOBS OFF CAMPUS

- Visit [Career Services Work and Volunteer](#) web page for job posting platforms and [Career Connects](#) for off campus jobs
- Consider transportation time
- ACTIVITY: Use your phone to become familiar with our website!





# HOW TO FIND VOLUNTEER OPPORTUNITIES

- MSVU Societies and Volunteer Day on Thursday, September 7 from 11:30 a.m. to 1:30 p.m. on the Rosaria terrace and lounge
- Check [Volunteer Halifax](#) and [Volunteer Nova Scotia](#) for great opportunities
- Instagram [@halifaxnoisejobs](#)



# CO-CURRICULAR RECORD

- A digital certificate of competencies you've earned through volunteering or extra-curricular activities (on campus or off campus)
- Volunteering = increasing your transferable skills and Canadian-based skills
- Open your Co-curricular Record account online on Career Connects
- Questions? Contact [ccr@msvu.ca](mailto:ccr@msvu.ca)

# QUICK TIPS ON RESUMES AND COVER LETTERS

- Personal details like age, height, weight, relationship status, Canadian social insurance number, or photos do not go on your resume or cover letter
- Write a different cover letter and adjust the skills section of your resume for EVERY job application
- Consider **voluntarily** self-declaring on your cover letter as a member of a diverse group, a person of colour, or a racialized person – you choose the language you're comfortable with. Make sure to link your self-declaration to the organization's inclusive hiring policy or a voluntary survey from the organization if you choose to self-declare

# ONLINE CAREER TOOLS

- Trend Analysis Explore the Market by Job Bank. Occupation descriptions, wages, 3-year job outlook, and education/licensing required
- Explore Careers Nova Scotia. Specific to Nova Scotia! Occupation descriptions and statistical information on how many people are working and regions of the province in which they work, wages, 3-year job outlook, and education/licensing required
- Can Learn Program Search. Lists all post-secondary programs in Canada



# ONLINE CAREER TOOLS

- Career Quizzes by Job Bank. Take 5- or 10-minute self assessments to find out more about your work preferences based on interests, abilities, personality, job tasks, and more
- Graduate to Opportunity and Innovate to Opportunity. Salary incentive programs for employers to hire recent graduates in permanent job positions



# CAREER SERVICES

- **[counselling@msvu.ca](mailto:counselling@msvu.ca) or 902-457-6567**
- In-person and virtual appointments
- Career indecision
  - Job search support
  - Resume and cover letter feedback
  - Interview preparation
  - Graduate school application





This brochure in your orientation bag highlights Career Services events!

## Career Services

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

902-457-6567

IG @msvucareers

FB @msvucareerservices



Register for events now!

