

An aerial view of a city skyline at sunset, with numerous skyscrapers and a body of water visible in the distance. The sky is filled with soft, orange and pink clouds.

# *Job Search On Campus & Off Campus*

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MSVU Career Services Sept. 12, 2023 | Kyla Friel, Career Counsellor

# HALIFAX UNIVERSITIES CAREER FAIR 2023

Are you looking to create meaningful connections? At HUCF find a wide variety of businesses, government agencies, small businesses, and the nation's fastest growing companies. Whether you are looking for networking opportunities, internships or co-op placements, HUCF is the place to start.

**REGISTER NOW:**

[www.halifaxcareerfair.ca](http://www.halifaxcareerfair.ca)



Tuesday, October 24  
Halifax Convention Centre  
10 a.m. - 4 p.m.



Halifax Universities Career Fair



Halifax Universities Career Fair (HUCF)



@HfxCareerFair

**HALIFAX**  
UNIVERSITIES  
career fair

Hosted by:



**DALHOUSIE**  
UNIVERSITY



**Saint Mary's**  
University



**MOUNT**  
SAINT VINCENT  
UNIVERSITY

# Job Scams

[MSVU job scam prevention tips](#)

From: [REDACTED] <[REDACTED]@MSVU.CA>  
Sent: Thursday, September 8, 2022 11:20:19 AM  
Subject: MSVU Approved Job Opportunity

## Approved Job for the School

*Personal Assistant Service*

*All Email recipients of MSVU Student & Staff are encouraged to be a part of this amazing offer. This is a part time job that will not affect your present employment or study at the campus & you'll be working from home. It's fun, rewarding, and flexible.*

*2-3 hours daily*

*Four Hundred Dollars (\$300)*

*Part-Time Job*

*Note ; Only 18+ Can Apply*

*To apply, Be sure to visit the link below.*

*Apply Here*

# Introduction

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

# Student Works Program

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

# *To be eligible for Student Works*

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- Demonstrate financial need by completing the Student Works application (Financial Aid form + cover letter + resume)
- Be a FULL time Mount student for the 2023-24 academic year
- Register for a FULL time Winter course load before applying
- 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!

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## Fall/Winter Jobs

- [Jobs posted NOW](#), due Monday, September 18 at 12 p.m.
- Part-time: 12 hours/week from October to March
- Pay: \$17/hour

## Summer Jobs

- Jobs posted in March 2024
- Full-time: 32.5 hours/week

# Fall-Winter 2023-24 Jobs

Department	Position
Accessibility Services	Accessibility Assistant
Alexa McDonough Institute for Women, Gender & Social Justice	Program Planning 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 Assistant Manager
Centre for Social Innovation and Community Engagement in Military Affairs	
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



# Fall-Winter 2023-24 Jobs

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 Communications and Special Projects Intern
Research Office	
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

# How to apply to Student Works

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1. Login to [Career Connects](#) with your Mount email and password. Contact [helpdesk@msvu.ca](mailto:helpdesk@msvu.ca) if you can't get in.
2. Follow the instructions in the job application. Send your application package in one email (Financial Aid form + resume + cover letter[s]) on or before **Monday, September 18 at 12 p.m.**
3. If you're eligible, your resume and cover letter will be sent to departments where you applied. Departments decide who and when to interview in the week of September 25.
4. Jobs start in the week of October 2.

# Where else to look on campus (all year!)

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- [Mount Saint Vincent University Students' Union](#)
- Library | Email resume and cover letter to [libraryjobs@msvu.ca](mailto:libraryjobs@msvu.ca)
- [Convocation](#) | Registrar's Office - Look for Student Job Opportunities at the bottom of the page
- [Chartwells](#) | dining services
- Your home department or related department (research grants, projects)

# Off campus Where to look

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- 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](#), [Tourism Talent](#), [Nova Scotia Works](#)
- 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>. Canadian citizens/permanent residents preferred
- Instagram: @halifaxnoisejobs @placemaking4g
- Facebook: @hfxpartnership @halifaxchamberofcommerce

# Quick tips for applying

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- 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.
- Resume = one or two pages.
- Explain how your past experiences connect to the job.

Career services events 2023-2024



Halifax Universities Career Fair Oct. 24



# Career Services

**Career counselling appointments**

In-person or virtual

**902-457-6567 | [counselling@msvu.ca](mailto:counselling@msvu.ca)**

Career indecision

Resume and cover letters

Job search support

Interview coaching

Graduate school application