Working On-Campus

There are many advantages of working on-campus. In addition to the convenience of being close to your classes, campus employers tend to be understanding of student schedules. Many students are interested in these positions and competition can be fierce. Having a plan will enhance your chances of successfully finding a job on campus. Here is a four-step plan:

Step 1: Examine your skills and strengths. Decide which you would like to apply at work, and which you wish to develop.

It is important to have a good idea about what type of work you want. The AA&CC has a number of self-assessment tools available: www.utsc.utoronto.ca/aacc/get-know-yourself
You may also find these tools useful for learning about yourself:
https://alis.alberta.ca/plan-your-career/identify-your-abilities-and-interests/

Step 2: Identify work opportunities on campus that would allow you to use these skills.

- ✓ There are many different kinds of positions available. From laboratory assistants, invigilators, teaching assistants, to administrative support or marketing. However, you must research to find the work that fits you
- ✓ Sign up for the workshop *Work Search Strategies* on the Career Learning Network (CLN), under Events and Workshops

Unadvertised Positions

Compile a list of potential employers on campus who may not have formally advertised their positions. You could start with our very short list: www.utsc.utoronto.ca/aacc/campus-jobs
Remember that most positions are never advertised. They get filled through "word of mouth", leaving it up to you to get to know people who can tell you about them! So what can YOU do to stand out?

- ✓ **Network!** Be active on campus and volunteer. Get to know the people around you and let them know you're looking for work
- ✓ Attend the *Experience UTSC* and *Volunteer UTSC* fairs in September to learn about paid and volunteer opportunities on campus
- ✓ Think about the best way to approach employers. You will want to consider the most direct approach, whether it is calling, emailing, or going in person
- ✓ Sign up for a Networking workshop on CLN under Events and Workshops

ADVERTISED JOBS

Jobs are advertised year round on the **Career Learning Network, cln.utoronto.ca**, under **Jobs** then **Work Study** or **On-Campus Jobs**.

The **Work Study program** provides opportunities for students to work part-time on campus. Positions can be viewed on CLN in August for the Fall/Winter program, and April for the Summer program. To be eligible, you must be a degree student taking at least 2 courses per semester.

Check out the new **Research Catalogue** on CLN to explore research opportunities on campus and beyond.

Check departmental websites or their bulletin boards, in addition to the Intranet, Blackboard, and the digital sign board for specific postings. To find departmental websites, refer to the campus directory.

Step 3: Prepare an effective resume and cover letter

- ✓ Most employers require a resume and a cover letter
- ✓ Once you decide to job search, you should always be ready to quickly provide employers with an updated version of your resume and cover letter specific to that position
- ✓ Review the Resume Building Tool and resume samples at https://www.utsc.utoronto.ca/aacc/resume-building-tool
- ✓ Have your resume and cover letter critiqued by signing up for an Employment Peer appointment up to 48 hours in advance via CLN, under Appointments, or attend a Drop-In appointment

Step 4: Prepare for a job interview

- ✓ This will be your chance to talk with the employer: be sure you are able to effectively communicate your relevant skills and experiences
- ✓ Sign up for an Interview Skills workshop via CLN, under Events & Workshops
- ✓ Set-up a mock interview appointment with a career counsellor or strategist

International Students

- ✓ As a general rule, anyone who is not a Canadian citizen or permanent resident must have *authorization (i.e. a permit of some kind)* to work in Canada
- ✓ ***Be Informed*:** You may find that you have to explain to a potential employer that you are entitled to work
- ✓ Please contact the International Student Centre (IC350) www.utsc.utoronto.ca/utscinternational if you have questions about your eligibility to work on or off campus

Financial Support

- ✓ International students are fully eligible for merit-based scholarships and emergency loans on the same basis as Canadian students
- ✓ For more information, contact the *Financial Aid Office at Registrarial Services*: www.utsc.utoronto.ca/registrar/awards-and-scholarships (AA142)

Resources Available at the Academic Advising & Career Centre (AA&CC)

You may wish to check out The Vault and other resources available on CLN under Resources! Also see our tip sheets on *Academic Work Search* and *Summer Work Search*: www.utsc.utoronto.ca/aacc/tipsheets

Departments that typically hire students:

- ✓ Athletics & Recreation
- ✓ Bookstore
- ✓ Food services on campus (Tim Horton's, Starbucks, Aramark, etc)
- ✓ Facilities Management (Grounds and Caretaking)
- ✓ Informational and Instructional Technology Services
- ✓ Library
- ✓ Miller Lash House
- ✓ Registrar's Office
- ✓ Retail & Conferences Services including Summer Camps
- ✓ Scarborough Campus Students' Union (SCSU)

Please note: While every effort is made to avoid errors, information regarding campus employment changes occasionally. This tip sheet is intended as an informational document only.