

# CAREER CONNECT

Counselling & Career  
Services Newsletter Jan 2017



University of  
Lethbridge



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## A Brighter Summer

**Wednesday, February 1**  
**University Hall Atrium**  
**10:30am – 1:30pm**

Forget the winter blues and start thinking about the summertime! Drop by for ideas and resources to help you plan your summer.

- Games and activities
  - Prizes
- Summer job listings
  - On campus jobs
- Volunteer opportunities
- On campus resources



## Follow us:



Ulethbridge Counselling & Career Services



@cesuleth



@cesuleth

## Parliamentary Internship Programme Call for Applications

Are you about to graduate and interested in a career with the federal government? The Parliamentary Internship Programme is an independent, non-partisan initiative of the Canadian Political Science Association. The internship runs from September-June, and is open to university graduates from all disciplines.

Click [here](#) for more information.



## 3 Things Hiring Managers Consider When Deciding Whether or Not to Interview You

(Sara McCord, [themuse.com](http://themuse.com))

You pull together a [job application](#), you submit it, and then – [you wait](#). Maybe you think you’re a shoo-in for an interview, or maybe [you know it’s a reach](#), but you’re still hopeful. Or, maybe you can’t quite remember what you wrote in your cover letter because you’ve sent out 25 in the last week.

Regardless, one thing is true: Once you hit send, the ball’s in the hiring manager’s court. It’s up to her whether or not you’ll get an email inquiring about your availability for a phone screen or an in-person chat.

While you try to distract yourself, you can’t help but wonder what she’s thinking. While I’m not a mind reader; as someone who’s [reviewed hundreds of applications](#), I can let you in on a few key things that are probably going through her mind as she contemplates who’ll make it to the next round.

### 1. If You Followed Directions

You’ve read lots of stories or people who landed jobs by [thinking outside the box](#). But, let’s be real: You know the difference between [sending a resume made of LEGOs](#) to stand out, and sending a two-line cover letter because you were looking [for a shortcut](#).

Especially when the application calls for something unique—say, for you to include certain kind of a [writing sample](#)—you’ll want to be sure to do just that. If you skip this step, you’ll look like you lacked the ability (or interest) to closely read and follow instructions.

Or, you might come off like you think you’re smarter than the interviewer and can decide for yourself what’s necessary. Both of these impressions will make the reviewer say, “Pass!”

Following directions may not an exciting secret, but it’s always something hiring managers pay attention to.

Read the full article at [themuse](http://themuse.com).

## START YOUR SUMMER WORK SEARCH

Did you know that many summer jobs are hired by February or March? It’s not too early to start your summer work search now!

Finding relevant work experience during your summers as a student can help you to build the skills, knowledge, and relationships to make you a more competitive candidate when you’re looking for career-related full time positions after graduation.

A few places to start looking:

- Government programs like the [Federal Student Work Experience Program \(FSWEP\)](#), [Canada Summer Jobs](#), and the [Alberta Student Summer Employment Registration Service](#)
- Internship programs like the [Serving Communities Internship Program \(SCIP\)](#)
- Professional Associations relevant to your preferred field or industry
- The [CES Job Board](#)
- Co-op positions – whether through the [Faculty of Arts & Science](#) or the [Faculty of Management](#)
- Student-focused job boards like [TalentEgg](#) or [JobPostings](#)
- Aggregate job search sites like [Indeed](#) or [WowJobs](#)
- Any company or organization you’d like to work for long-term

You can also sign up to attend a [Job Search & Networking workshop](#) to help you refine your job search strategies and learn how to market yourself for the positions you want.

# Possible On-Campus Work Opportunities

The following is a list of the types of positions and departments that typically hire students. Positions may be temporary, casual, or seasonal. These departments may not be hiring right now, and there may be more opportunities than those listed here. Check the CES Job Board & Noticeboard for postings, and talk directly to departments to learn about current opportunities.



## Sport & Recreation Services; Max Bell Aquatic Centre

### Positions might include:

Referees, Instructors, Summer camp positions, Ticket takers, Fitness centre assistants/consultants, Customer Service Attendants, Facility assistants, Lifeguards, Swimming instructors



## Academic Departments/Faculties

### Positions might include:

Markers, Undergrad Assistants, Research Assistants, Youth program/camp leaders, Models for art classes, Transcribers, Administrative support, Peer support providers



## University Theatre

### Positions might include:

Ushers, Front of house assistants, Ticket takers



## Student Recruitment

### Positions might include:

Tour guides, Student mentors



## Advancement Call Centre

### Positions might include:

Student callers



## Library

### Positions might include:

Reshelves, Peer assisted technology support students



## Conference Services

### Positions might include:

Summer conference assistants



## Food Services (Aramark Catering & Students' Union Building Vendors)

### Positions might include:

Cashiers, Catering staff, Banquet/event prep staff, Food prep workers, Servers, Baristas, Bartenders, Porters, Security, Service Centre Clerks



## Accommodated Learning Centre; Tutoring Program

### Positions might include:

Tutors, Learning Strategists, Exam invigilators



## University Facilities

### Positions might include:

Summer painters, Caretakers, Summer grounds crew



## Housing Services

### Positions might include:

Residence assistants (RAs), Maintenance workers



## Campus Information Centre

### Positions might include:

Information clerks, Switchboard operators



## Bookstore

### Positions might include:

Cashiers, Customer service assistants



## Security

### Positions might include:

Safewalk safety team members



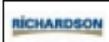
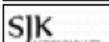
## CES JOB BOARD

Did you know that the University has a job board for employers looking specifically for you, the U of L student/grad?

The [CES Job Board](#) is accessible to current U of L Students & Alumni, accessible 24 hours a day, 7 days a week. You can search for Full Time, Part Time, Summer, Volunteer, and International Positions in a variety of locations and industries.

Check out the chart below for a sample of some current listings. Did you notice that there are summer positions posted? That's right, many employers hire summer students very early, so it's not too soon to begin your summer job search right now.

See the CES Job Board for more postings.

	Aurora Recovery Centre	<a href="#">Addictions Counsellor</a>	January 27, 2017	Full-Time
	<a href="#">Uline</a>	<a href="#">Account Rep – Edmonton</a>	January 28, 2017	Full-Time
	Richardson International Limited	<a href="#">Agribusiness Assistant</a>	January 31, 2017	Full-Time
	Enterprise Holdings	<a href="#">Sales Management Trainee - Calgary, Lethbridge and Red Deer Locations</a>	February 2, 2017	Full-Time
	UFA Co-operative Ltd.	<a href="#">Customer Account Manager 1</a>	February 2, 2017	Full-Time
	Lamb Weston	<a href="#">Production Team Lead</a>	February 5, 2017	Full-Time
	Farmers Edge Inc	<a href="#">Software Developer - General Application</a>	February 10, 2017	Full-Time
	<a href="#">AgeCare</a>	<a href="#">Recreational Therapist</a>	February 10, 2017	Full-Time
	Bellevue Underground Mine	<a href="#">Museum, Historic Site Executive Director</a>	February 17, 2017	Full-Time
	ExxonMobil Canada	<a href="#">ExxonMobil Summer Postings</a>	January 22, 2017	Summer
	Imperial	<a href="#">Imperial Oil Summer Postings</a>	January 22, 2017	Summer
	Canadian Natural Resources	<a href="#">Business Analyst Student - Horizon - (May 2017 4 months)</a>	January 22, 2017	Summer
	BMO Financial Group	<a href="#">BMO Student Internship Program (BSIP) - Customer Sales &amp; Service</a>	January 27, 2017	Summer
	Agriculture & <a href="#">Agri-Food Canada</a>	<a href="#">Research Assistant</a>	January 27, 2017	Summer
	Plains Midstream Canada	<a href="#">Business Intern</a>	January 27, 2017	Summer
	Junior Forest Rangers	<a href="#">Crew Leader/Subleader- Junior Forest Rangers</a>	January 27, 2017	Summer
	<a href="#">StoryBook Theatre</a>	<a href="#">Summer Theatre School Teaching Assistants</a>	January 30, 2017	Summer
	SJK Agronomy Ltd.	<a href="#">Agronomy Assistant</a>	January 31, 2017	Summer
	ConocoPhillips Canada	<a href="#">2017 Information Technology Summer Student (4 Months)</a>	January 31, 2017	Summer
	City of Medicine Hat	<a href="#">17007A- Arts Instructor</a>	February 1, 2017	Summer
	Canadian Natural Resources	<a href="#">Corporate Services Student</a>	February 5, 2017	Summer
	Writing-on-Stone Provincial Park	<a href="#">Information Officer</a>	February 6, 2017	Summer

## GRADUATE STUDENT FOCUS

### **SAVE THE DATE!**

### **Finding Your Path: Plan for Your Future Today**

*Presented by the School of Graduate Studies  
and Counselling and Career Services*

**Wednesday, February 22  
9:00am – 3:00pm  
Students' Union Ballroom A**

**\*\*More details to come \*\*** Watch the School of Graduate Studies' website for registration information

## **Feds launch networking site for academics, students, and public servants**

Hundreds of academics and students have registered with GCcollab.ca.

By Natalie Samson, January 17, 2017, [University Affairs](#)

Pretty soon, you might be accepting a “colleague request” from the Government of Canada. The federal government has launched a digital networking platform called [GCcollab.ca](#), a site it's pitching as an easy way for academics and students to collaborate with Canada's public service.

The website is built off GCconnex, an open-source communication platform government employees have been using internally for about six years. The new site includes a space for creating LinkedIn-like profiles, a Facebook-ish newsfeed, and an events calendar. Like its predecessor, GCcollab's backbone is its Group function, says Jeff Outram, the lead analyst overseeing GCcollab for the Treasury Board of Canada Secretariat.

The Groups feature enables registered users to move away from group email chains by creating and joining common interest groups – open or private – where members can post comments and discussion points, ask questions and request feedback, and share digital resources.

According to Mr. Outram, this “innovation project” encourages informal networking between the public service and government stakeholders. In a pilot stage last September, GCcollab was opened to users at no more than five institutions to support partnerships between researchers at these schools and federal employees. Demand grew and within a month, the tool was made available to academics and students at all universities and colleges. More recently, it's been made accessible to public servants at the provincial and territorial levels.

As of December 2016, nearly 300 users of the platform's 800 registered users were from academia.

**Read the article online at [University Affairs](#).**

## FEELING STRESSED? WE CAN HELP!

Counselling and Career Services offers the following student wellness groups.

All groups are free to join and all students are welcome.

**RSVP by email to [rsvp.ccs@uleth.ca](mailto:rsvp.ccs@uleth.ca).**

### Connection & Support: Finding Common Ground

- Members learn together that they are not alone in how they're feeling.
- We'll support each other, explore patterns, develop greater understanding and acceptance, change behaviours, and develop better ways to cope.
- Thursdays, 1:40pm – 2:55pm. RSVP for location. Entry points on Jan 19, Feb 9, and March 9.

### Shifting Gears: Skills for Life

- Feeling emotionally overwhelmed, frustrated in your interactions with others, or worrying about the future? Consider joining our student group.
- We explore skills to manage emotional reactions, to calm and de-clutter our minds, to deal with people in more effective ways, and to tolerate life when it just isn't going well.
- Tuesdays, 1:40pm – 2:55pm. RSVP for location. Join at any time!

### Yoga for Mental Wellness

- Join us through this guided yoga practice designed to enhance emotional wellness.
- No yoga experience necessary and all levels of physical ability are welcome.
- Drop-in PE 255, Friday 10am-11am. Please RSVP if possible.

## Career Planning Workshop Schedule

Sign up to attend the following sessions [here](#).

### Resume and Cover-Letter Writing:

- Wednesday, Jan 18 1:00pm-3:30pm
- Thursday, Feb 16 9:30am-12:00pm
- Wednesday, March 8 9:30pm-12:00pm
- Wednesday, March 22 1:00pm-3:30pm

### Job Search & Networking:

- Monday, Jan 30 1:30pm-3:00pm
- Thursday, Mar 9 9:30am-11:00am

### Getting Started with LinkedIn:

- Tuesday, Jan 24 5:00pm-7:00pm

### Interview Tips & Techniques:

- Monday, March 27 1:00pm-3:00pm

### Graduate School Applications:

- Tuesday, Feb 7 5:00pm-7:30pm
- Tuesday, April 4 5:00pm-7:30pm

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