



# Job Search On Campus & Off Campus

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MSVU Career Services | September 18, 2024

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**NOVA SCOTIA'S PREMIER  
RECRUITING EVENT FOR  
STUDENTS AND RECENT  
ALUMNI!**

**HALIFAX  
UNIVERSITIES**  
career fair

**BE THE HERO  
OF YOUR STORY....**



**REGISTER  
NOW!**



**HALIFAX UNIVERSITIES CAREER FAIR 2024**

**WEDNESDAY, OCTOBER 23  
HALIFAX CONVENTION CENTRE  
10 A.M. TO 3 P.M.**

**FREE  
EVENT**

**FREE SHUTTLE  
SERVICE**

# Introduction

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

# Job Scams

## MSVU job scam prevention tips

### Be suspicious of all unexpected emails, even when from @msvu.ca ▲

1. Unexpected emails (even from people you know) could be scams
2. Unexpected email attachments could contain computer viruses
3. If you receive an unexpected email or attachment, call **(not email)** the person to make sure it's real
4. Clicking on links in unexpected emails can link to viruses or password-stealing forms
5. Forward suspicious emails to phishing@msvu.ca

The image shows a screenshot of an email with several red callout boxes pointing to suspicious elements:

- From:** [Redacted] <[Redacted]@msvu.ca> (Callout: "Don't trust unexpected job tips even from @msvu.ca email address")
- Sent:** Wednesday, April 7, 2021 10:13 AM
- Subject:** UNICEF Internship Application (Callout: "Is the job too good to be true?")
- Body text: "Hello, We recently received a notification from UNICEF regarding an ongoing internship program available to students and staff of colleges in the USA/CANADA. It's a work from home internship program and pay is \$350 weekly. You can get more details and apply below:"
- Link: [APPLY HERE WITH UNICEF INTERNSHIP](https://www.uniceforginternshipprogram.com) (Callout: "The link in the email goes to a fake UNICEF site, not the real one")
- Actual URL: <https://www.uniceforginternshipprogram.com> (Callout: "Ctrl+Click to follow link")

Even emails appearing to be from @msvu.ca addresses can be scams

# 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



## FALL-WINTER ON CAMPUS JOBS (STUDENT WORKS)

Apply before  
Fri. Sept. 20 @ 12 p.m.

MSVU CAREER CONNECTS

[careerconnects.msvu.ca](https://careerconnects.msvu.ca)



# To be eligible for Student Works

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- Demonstrate financial need by completing the Student Works application [Financial Aid form + cover letter(s) + resume]
- Be a FULL time Mount student for the 2024-25 academic year
- Be registered for a FULL time Winter 2025 course load before applying
- If a domestic student, must have either a government student loan or bank funding (if applicable)
- 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 **Friday, September 20 at 12 p.m.**
- Part-time: 12 hours/week from October to March
- Pay: \$17/hour

## Summer Jobs

- Jobs posted in first week of March 2025
- Full-time: 32.5 hours/week from May to August

# Fall / Winter 2024-25

Department	Position
Alexa McDonough Institute	Program Planner Assistant
Applied Human Nutrition	AHN/IEP/FN Practicum Assistant
Applied Human Nutrition	Graduate Student Assistant for Program Promotion
Art Gallery	Gallery Accessibility Assistant
Athletics and Recreation	Athletics & Recreation Facility Assistant
Athletics and Recreation	Content Creation and Marketing Assistant
Athletics and Recreation	Campus Recreation Assistant
Athletics and Recreation	Varsity Marketing & Game Day Coordinator
Business and Tourism	Kinu Communications and Administrative Support
Business and Tourism	Photographer/Videographer/Journalist
Career Services	Career Services Event Assistant
Chemistry and Physics	Stock Room Assistant



# Fall / Winter 2024-25

Department	Position
Child & Youth Study	Communications Assistant
Communication Studies	Social Media & Events Coordinator
English Department	English Department Media Committee Assistant
International Education Centre	International Student Engagement Assistant
Library and Archives	Student Archives Assistant
Modern Languages Department	French Language Materials Developer/Modern Languages Lab
Politics, Economics and Canadian Studies (PECS)	Program Co-ordinator Model United Nations/Student Society Liaison
Psychology	Research Assistant
Recruitment	Student Recruitment Assistant
Registrar's Office	Registrar's Office Support Specialist
Residence Life	Residence Life Liaison
SICEMA	Centre Assisant Manager
Teaching and Learning Centre	Teaching & Learning Assistant
The Mount Bookstore	Social Media and Marketing Campaign Coordinator
University Relations (Communications & Marketing)	Communications & Marketing Assistant
Writing Centre/CAASS/OSE	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 **Friday, September 20 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 starting September 26.
4. Jobs start in the week of October 7.

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Apply to as many jobs as you like – make sure you have an interest in applying to the job or want to develop the skills from that job



## FALL-WINTER ON CAMPUS JOBS (STUDENT WORKS)

### Did you know?

- 01 You don't have to match your program/degree to the jobs you're applying for
- 02 To apply, register now for full-time Winter 2025 classes (pay for them in the winter!)
- 03 If your interview is successful, you can organize your work time around your classes. No need to catch the bus for a work shift!
- 04 This is an in-house MSVU program to support students who have financial need



APPLY THROUGH

[careerconnects.msvu.ca](https://careerconnects.msvu.ca)



# 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 (faculty research grants, projects)

# Off campus Where to look

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- [Career Connects](#) (on campus and off campus jobs, all year)
- 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. Full-time students only. Canadian citizens/permanent residents preferred.
- Instagram: @halifaxnoisejobs

# Quick tips for applying

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- Check out Career Services' [Resume and Cover Letter Handbook](#) for samples and suggestions
- Cover letter = one page. ALWAYS tailor your cover letter to the job you're applying for.
- Resume = one or two pages.
- In your cover letter or resume, explain how your past experiences connect to the job. Use the [STAR technique](#) for cover letters and [accomplishment statements](#) (verb, challenge, result) for resumes.

Get links and info for Career Services events in 2024-25



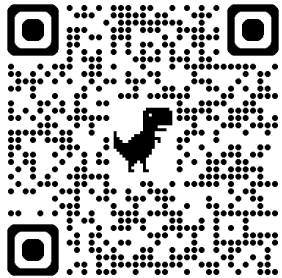
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career fair



# Career Services

**Career counselling appointments**

In-person or virtual

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

**Drop-ins**

Thursdays, 1 p.m. to 2:30 p.m.

McCain Atrium