

ON-CAMPUS EMPLOYMENT & VOLUNTEER OPTIONS FOR TRU STUDENTS

| Program/Organization | Description | How to Apply |
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| ARAMARK HIGHER EDUCATION Room 123, Campus Activity Centre www.campusdish.com/en-US/CA/ThompsonRivers | -Campus food services | -Most recruitment happens in Aug./Sept. -Submit your resume to the Food Services Director -Include your availability and the type of work you prefer to do (cashier, kitchen, or catering) -Aramark phones only those students selected for an interview |
| CO-OP EDUCATION Room 1712, Old Main Building careereducation@tru.ca www.tru.ca/careereducation | -Educational program that combines classroom knowledge with paid workplace learning -Opportunities on campus based on student's area of study (Advanced Technology, Arts, Tourism, Business, Sciences) | -Students must be accepted into Co-op before applying for Co-op positions on campus -Make an appointment with a Co-op Coordinator to determine eligibility |
| RESEARCH NSERC / SERC Grants RESL/U-REAP Program Research, Innovation and Graduate Studies research@tru.ca www.tru.ca/rigs | -Faculty members who are engaged in research often hire students through NSERC/SERC grants -CUEF U-REAP provides undergraduate students an opportunity to engage in original, independent research, scholarship and the production of creative works | -Students will typically apply directly to individual faculty members who secure research funding - CUEF U-REAP call for proposals go out at the beginning of each term -Student completes the application form submitted to the Office of the Associate Vice President Research and Graduate Studies |
| TUTORING http://trusu.ca/section/127 | -Tutors support students to learn course materials and prepare for exams | -TRU Student Union has an on-line tutor registry where potential tutors can submit an offer to tutor, using their website |
| TRU STUDENT UNION (TRUSU) Campus Activity Centre http://trusu.ca/ | -TRUSU will hire students to work at their information booths, front desk, and student run coffee shops | -Most recruitment happens in Aug./Sept. -Student will go to the TRUSU office to submit a resume in person. |
| VOLUNTEERING Career & Experiential Learning Dept Kamloops Community Volunteer Services | -Volunteering is a great way to meet new people, contribute to the campus and community, and develop skills and confidence (unpaid) | -Career & Experiential Learning Dept. (www.tru.ca/cel.html) - Kamloops Community Volunteer Services (www.volunteerkamloops.org/) |
| WORK STUDY Financial Aid & Awards Room 1631, Old Main Building www.tru.ca/finaid/workstudyprogram.html | -Opportunities for students receiving Canada Student Loans to work part-time in numerous departments and programs across campus. | -Contact Financial Aid & Awards |

International students are responsible for ensuring that they have the correct permits to work in Canada. Visit Citizenship and Immigration Canada for details www.cic.gc.ca/english/study/work.asp

Check out job postings, make an appointment with a Career Services Coordinator, or learn about career-related events by visiting www.tru.ca/careereducation

Career & Experiential Learning offers resources to prepare you for a career. We are committed to supporting students reach their career goals through a variety of initiatives.

- ✓ Find a job on or off campus
- ✓ Locate the best websites for job search
- ✓ Get a personalized career plan
- ✓ Find resources for overseas work
- ✓ View casual labour & volunteer email list for students
- ✓ Request a tutor and/or become a tutor
- ✓ Get access to a computer for resumes, cover letters, etc.

PROVEN JOB SEARCH STRATEGIES

Looking for work can be very time consuming and difficult. Job search strategies are constantly evolving with our new economy which makes it essential that you keep up with the changes and adapt your techniques to ensure that you don't get left behind! You must:

1. DEFINE YOUR GOALS | Determine what you want to do and why

- What unique skills and attributes do you offer?
- What is essential for you to enjoy work? Consider the opportunity for advancement, your need for flexibility and creative freedom, what work-life balance you want, and rewards (financial and other)
- What do you enjoy doing?
- What goals are realistic for you considering your education, skills and experience?
- What skills do you want to use at work?

2. RESEARCH YOUR OPTIONS | Locate the hidden job market

- What type of work fits with your answers from the above questions?
- Which businesses and organizations offer this type of work?
- What are these employers looking for in an employee?
- Who are the key people you need to network with?

3. CONTACT OPPORTUNITIES | Tap into the hidden job market

Over 85% of jobs are never advertised, which makes networking an essential activity to locate hidden job opportunities. Networking can be done a variety of ways – by having a cup of coffee with a friend to joining industry associations. Consider talking with:

- Family, friend, neighbours
- Teachers, coaches, mentors
- Past employers, co-workers and peers
- Members of clubs, religious groups and other organizations you belong to

4. GAIN CAREER-RELATED EXPERIENCE | A proven stepping stone to paid employment

A key ingredient many students use to ensure a successful transition from school to work is through developing career-related experience while in school. Students can participate in on-campus programs such as Co-operative Education and Service Learning. Students can **volunteer** on and off campus in **professional, career-related roles** to acquire job related skills and experience. **Volunteering is a proven stepping stone to paid employment.**

5. MARKET | Make the most of your resume and cover letter!

A well thought out and carefully worded cover letter and resume is imperative. Consider developing a career portfolio.

Career & Experiential Learning

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