

Career Centre

CO-OPERATIVE EDUCATION, WORK-STUDY, AND CAREER SERVICES

What type of services does the Career Centre provide?

The Career Centre offers Co-operative Education, work-study, career services including workshops, and various career events such as Directions — UFV’s annual career fair.

.....

CO-OPERATIVE EDUCATION

Apply your classroom learning by engaging in professional, career-related, paid employment opportunities. Fast-track your career through Co-op by exploring various career options in your chosen discipline.

CAREER SERVICES

Put your education to work and meet with a career coach to develop a professional resume, improve interview skills, connect with employers, and discover tools and techniques to gain relevant experience through both paid and volunteer work.

WORK-STUDY

Land an on-campus, part-time job that is flexible around your class schedule and work with faculty and staff at the university.



“With help from the UFV Co-op program I will be able to graduate from school with something extremely valuable, something that you can’t get from an education alone: work experience!”

— LINDSAY BARTELS,
Bachelor of Arts student.

Career Centre



“The Kipp Career Centre lab has great energy! As soon as I walked into the lab, I felt at ease with the friendly and supportive staff. It’s very welcoming and appealing to students and totally reassuring to know that there is a resource centre on campus filled with up-to-date computers, material, and information to help me find employment.”

— ANNA KRISTENSEN, Bachelor of Business Administration student.

HOW CAN THE CAREER CENTRE HELP ME?

It’s a full service centre aimed to help our students and alumni gain both paid and volunteer experience including assistance with looking for a summer job, working abroad, volunteering, or making the leap into your first career-related position after graduation. We offer workshops and individual sessions on navigating your job search, interview preparation, and developing a professional resume. The centre also coordinates events to connect you with potential employers on campus.

The Kipp Career Centre lab, located in Room B236 on the Abbotsford campus, is a place where students and alumni can make use of computers and office equipment such as a laser printer, fax machine, and photocopier for any employment-related matter.

ARE THERE ONLINE JOB POSTINGS?

Yes, UFV’s Career Centre maintains a database of current opportunities — part-time, full-time, on-campus, summer, and volunteer — online at <https://ufv-cms.symplicity.com/students/>.

Register online to obtain the password to access great jobs, top employers, and notices of upcoming events.

The Career Centre website www.ufv.ca/jobs also contains an extensive list of online services and resources including:

- job search tools and techniques
- student business cards
- tutor database
- international opportunities
- work options for international students.

DIRECTIONS — CAREER FAIR

Don’t miss out on Directions, UFV’s annual career fair. This event, coordinated by the Career Centre, is another excellent chance for students and graduates to find employment and career-related opportunities.

This is your opportunity to:

- explore potential part-time, full-time, summer, Co-op, graduate school, and volunteer opportunities
- investigate future careers and make industry contacts
- build your professionalism, confidence, and ability to impress
- meet new people, connect with professionals, and expand your network
- get a job, gain experience, and start your career today

HOW DOES THE WORK-STUDY PROGRAM WORK?

The work-study program offers you an education-related, on-campus employment experience. Opportunities are available in a variety of departments and will provide you with flexible part-time work of up to 10 hours a week. The current wage for work-study positions is \$9 per hour.

The majority of work-study positions are posted on the first day of classes each semester. To be eligible for a position, you must be registered in a minimum of nine credits and maintain a GPA of 2.0 or greater.

Work-study job postings are also available on <https://ufv-csm.symplicity.com/students/>.

WHAT IS CO-OPERATIVE EDUCATION?

At UFV, you can gain valuable, relevant work experience while working towards your university diploma or degree with the Co-operative Education option.

Co-op combines full-time study with temporary, full-time, paid, career-related employment in the following program areas:

- Arts
- Business Administration
- Computer Information Systems
- General Studies
- Library and Information Technology
- The Sciences

The Co-op program is unique and offers you an incredible opportunity to:

- gain experience with employment applications, interviews, and workplace etiquette
- build contacts and create relationships with large corporations, government agencies, small businesses, and not-for-profit organizations
- engage in productive work that relates to your field of study
- earn money to help offset the cost of tuition and living expenses

Many Co-op students find permanent employment after graduation with a previous Co-op employer.

HOW MUCH DOES THE CO-OP PROGRAM COST?

Co-op is an academic program and six credits are awarded for each Co-op work term. Co-op students only pay tuition once they begin a work term, and your first paycheque more than covers tuition costs. Please consult the UFV calendar at www.ufv.ca/calendar for a complete list of fees.

HOW LONG IS A WORK TERM?

Work terms are generally full-time and extend over four or eight months in length. To earn the Co-op option, you will complete a minimum of two work terms in the diploma program, or three work terms if you're working towards a degree. If you take advantage of completing the maximum number of Co-op work terms you will graduate with up to two years of career-related work experience, giving you an edge over other students.

I'M INTERESTED. HOW DO I APPLY FOR THE CO-OP PROGRAM?

Complete an online Co-op application form at <https://ufv-csm.symphlicity.com/students/> and you will be contacted by the Career Centre staff. In addition, the Career Centre offers information sessions throughout the year.

To qualify for your first work term, you must:

- be enrolled full-time in an approved Co-op diploma or degree program
- obtain a GPA of at least 2.33 (diploma) or 2.67 (degree).

HOW CAN I BE SUCCESSFUL IN THE CO-OP PROGRAM?

- be flexible and take an active role in applying to as many Co-op opportunities as possible regardless of location and wage.
- use your network and search out your own Co-op opportunities.
- put 110 percent into your work terms and receive exemplary evaluations from your employers.
- submit a quality work term report after each work term

WHERE ARE CO-OP PLACEMENTS LOCATED?

Co-op positions are situated throughout the Fraser Valley and Lower Mainland. Additional opportunities may be available throughout the province, country, and internationally.

IS THERE ANYTHING ELSE I NEED TO KNOW?

Staff at the Career Centre are available to help you, whether you're looking for details about Co-op opportunities, work-study, career events, perfecting your interview skills, or learning how to build a resume. Throughout the year, we organize a number of special events designed specifically to help our students find employment.

Located on the Abbotsford campus in Room B238, we're here for you. To contact us, call 604-854-4507 or toll free at 1-888-504-7441 (ext 4507). You can also email us at career.centre@ufv.ca or follow the links at www.ufv.ca/jobs.



About UFV

Nestled in the beautiful Fraser Valley just east of Vancouver, in B.C., UFV is a fully accredited, public university that enrolls more than 11,000 students each year. UFV has campuses in Abbotsford, Chilliwack, and Mission and regional centres in Hope and Agassiz, and a growing presence in Chandigarh, India.

UFV is committed to exceptional post-secondary instruction and a nurturing learning environment. We are large enough to offer variety, yet small enough to offer the personal attention that our students need to thrive. Our small class sizes and focus on teaching allow our students to get to know their instructors and learn in a hands-on setting.

We offer more than 80 programs, including 13 bachelor's degrees, a master's degree, and more than a dozen trades and technology programs. We believe that anyone who wants to go to university should be given the chance, so our admission policies are flexible, and we provide university prep courses and high school completion options. There are many options for learning: full-time, in class, online, as part of a structured program or one tailored specifically to your interests.

Many of our programs "ladder" into one another, allowing students to keep their options open. Our international programming makes for a culturally diverse student body and great opportunities to study abroad, while our continuing studies offerings make learning a lifelong experience.

UFV is recognized nationally for student success, an excellent learning environment, creative integration of programming, and our work with our local communities.

Get to know us better at www.ufv.ca.



The information contained in this document is subject to change. Please refer to www.ufv.ca/jobs for up-to-date information. UFV reserves the right to cancel courses and programs.

www.ufv.ca/jobs

© 2009 UFV, CarCen_AUG09

