The Arts Co-op Program integrates university study with relevant work experience and provides access to a candidate pool of motivated students who are actively planning for their future. These students bring energy, innovation and a desire to learn to the workplace. Co-op students alternate full-time paid work with study terms while earning their degrees and are available January, May and September for 4, 8 or 12 month work terms.

Why Choose Arts Co-op?

» Arts Co-op students come from a wide range of disciplines and must meet GPA, academic course requirements and participate in pre-employment training prior to their first work term

» Students dedicate time and effort to secure work terms, appreciate their work opportunities and strive to be outstanding employees

» Co-op Coordinators work closely with employers and students to ensure successful work term outcomes

» The flexibility of the program allows students to work for four, eight or twelve months making them ideal, cost effective candidates for short term projects or ongoing assignments

Employer Responsibilities

» Offer 35-40 hours a week of paid work for a minimum of 12 to 16 weeks

» Engage the student in productive, career-related work

» Provide student with training, and orientation to organization

» Supervise the student and provide ongoing feedback on performance

» Participate in a work site visit with the Co-op Coordinator to assess the work term

» Complete an online assessment of the student’s work term performance

» Discuss achievement of goals and skills during term and suggest future networking and career opportunities

Recruiting Process

» Log into CareerLink – careerlink.ucalgary.ca – the U of C job board to post your Co-op position free of charge, if new to the system you will need to create an account

» A detailed job description including skills, length of term, and deadlines is required – please contact Coordinators if you need assistance

» Applications may be collected through CareerLink or submitted directly to you and once interview candidates have been selected they may be contacted directly

» Students will contact their Coordinator once a formal offer is made and accepted

KEY RECRUITMENT DATES

<table>
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<tr>
<th>Job Advertised</th>
<th>Interview Dates</th>
<th>Work Term Begins</th>
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<tr>
<td>Jan-Apr</td>
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<td>May-Aug</td>
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Dates are suggested timelines but shorter deadlines can be accommodated.

A minimum two week posting time is suggested.
Areas of Study/Knowledge
The Faculty of Arts, which includes Social Sciences, offers the Co-op option to most programs of study providing a diverse candidate base with strong multi-disciplinary perspectives and specific knowledge expertise. Co-op students are typically mid-way through their degree and may have additional skills gained from previous work and volunteer experiences on and off campus.

Student Skills
After two years of post-secondary education Arts students have developed:

- **Communication** – able to effectively organize and articulate thoughts in oral and written form, deliver presentations and target information appropriately to audience
- **Critical thinking** – understand perspectives, ideas and connections to logically solve problems
- **Research and analysis** – review data, determine reliability of sources, understand relevance and synthesize key points
- **Technical ability** – papers, projects, labs and presentations require knowledge of many Microsoft Office applications plus program specific skills such GIS and SPSS

Co-op Work
Arts Co-op students are able to learn and adapt quickly and have been successful in multiple business areas such as:

- Internal/External Communications
- Energy Forecasting/Analysis
- Corporate Security and Compliance
- Financial Analysis
- Mapping/Civic Planning
- Project, Records, and Data Management
- Human Resources
- Logistics, Event Planning and Fund Raising
- Community Engagement / Development
- Research and Report Writing
- Political/Economic Analysis
- Legal/Business Administration
- Corporate Training and Education

Common Areas of Study

- Anthropology and Archeology
- Canadian Studies
- Communications
- Development Studies
- Earth Sciences
- Economics
- English
- Geography
- History
- International Relations
- Law and Society
- Languages and Linguistics
- Political Science
- Sociology
- Urban Studies
- Visual Studies

*Contact a Co-op Coordinator for a complete list of Arts programs*