



## FACULTY OF ARTS

# Arts Co-op Students

Can Solve Your Recruitment Needs



UNIVERSITY OF  
CALGARY

### CAPABLE

Analytical, articulate,  
organized

### VALUABLE

Critical thinkers, problem  
solvers, technically savvy

### ADAPTABLE

Collaborative, creative,  
decisive

### What is the Faculty of Arts Co-op Program?

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](http://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

Job Advertised	Interview Dates	Work Term Begins
Jan-Apr	Feb-Apr	May
May-Aug	Jun-Aug	Sept
Sept-Dec	Oct-Dec	Jan

*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

## arts.ucalgary.ca/co-op

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## 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