



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 **Elevate** – **elevate.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 Elevate 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

Mandy Foley
Co-op Coordinator
afoley@ucalgary.ca

Tianni Song
Co-op Advisor
tsong@ucalgary.ca

Lisa Nguyen
Engagement Assistant
pnguy@ucalgary.ca

FACULTY OF ARTS
Arts Co-op Program
Arts Students' Centre
University of Calgary
Room SS102
2500 University Drive NW
Calgary, AB T2N 1N4
CANADA



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