Faculty of Arts

Arts Co-op Students Can Solve Your Recruitment Needs



UNIVERSITY OF CALGARY



Critical thinkers, problem solvers, technically savvy

Adaptable Collaborative, creative, decisive

Capable Analytical, articulate,





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 and academic course requirements, and participate in pre-employment training prior to their

Employer Responsibilities

Offer 30 - 40 hours per week of paid work for 12 to 16 weeks

Engage the student in productive, career-related work

Provide student with training, and orientation to organization

Recruiting Process

Log in to Elevate elevate.ucalgary.ca - the U of C job board to post your Co-op position free of charge; if new to system, you will need to create an account

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 4, 8, or 12 months, making them ideal, cost effective candidates for short term projects or ongoing assignments Supervise 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 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 Hay-Aug - Sept-Dec

- Jun-Aug - Oct-Dec

- Sept Jan

Dates are suggested timelines, but shorter deadlines can be accommodated

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 audiences

 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, and presentations require knowledge of many Microsoft Office applications, plus program specific skills, such as 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
- Financial Analysis
- Mapping and Civic Planning
- Project, Records, and Data Management Legal/Business Administration
- Logistics, Event Planning, and Fundraising
- Community Engagement/Development
- Research and Report Writing
- Political/Economic Analysis



- Human Resources
- Regulatory/Compliance

Areas of Study Include*

- Anthropology and Archeology
- Communication and Media Studies
- Economics
- English
- Geography
- Global Development Studies
- History
- International Relations

Corporate Training and Education

Law and Society

- Linguistics
- Political Science
- Psychology
- Sociology
- Urban Studies
- Visual Studies

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

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