Faculty of Arts

Arts Co-op Students
Can Solve Your Recruitment Needs

Valuable
Critical thinkers, problem solvers, technically savvy

Adaptable
Collaborative, creative, decisive

Capable
Analytical, articulate, organized

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 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.

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

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

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.

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

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<th>Job Advertised</th>
<th>Interview Dates</th>
<th>Work Term Begins</th>
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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
- Human Resources
- Regulatory/Compliance
- Logistics, Event Planning, and Fundraising
- Community Engagement/Development
- Research and Report Writing
- Political/Economic Analysis
- Legal/Business Administration
- Corporate Training and Education

Areas of Study Include*

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