

# Careers in Government

Thursday, January 26, 2006

3:00-5:00 p.m.



Presented by:

**Career Centre, University of Toronto at Mississauga**

Room SE3094. Tel: 905.828.5451

[www.utm.utoronto.ca/careers](http://www.utm.utoronto.ca/careers)

Co-sponsored by:

**Erindale Political Science Student Association**

**Erindale NDP Club**

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## Panelists:

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<b>Adam Giambrone</b>	City Councillor, City of Toronto
<b>Hazel McCallion</b>	Mayor, City of Mississauga
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## Purpose of this Package

Often times, we confuse the politicians in the media as the only political actors within the government. Yet, we fail to see the diversity of professions in the government, which are available to young graduates, regardless of your degree or area of expertise. The purpose of this package is to provide YOU, the student, with an opportunity to discover the exciting career opportunities available within the municipal, federal, and provincial government.

## Skills

Although all professions require different skills, there are common skills essential for a career within the municipal, provincial and federal government. Be sure to check off the skills that you do possess. Also, as you read this package, think about how some of the different Career Centre resources can help you gain or improve some of these essential skills.

### Organization Skills

- Managing information
- Taking direction and completing assigned tasks
- Scheduling and keeping track of projects and timelines

### Time Management

- Ability to prioritize
- Completing work and meeting deadlines

### Communication Skills

- Good listener
- Ability to speak in public settings
- Report writing
- Analytical
- Conflict resolution
- Good research skills
- Proficiency in more than one language

### Technical Skills

- Ability and interest to use computers and other communication technology

### Interpersonal Skills

- Teamwork
- Accepting authority

### Leadership Skills

- Decision making
- Directing and supervising
- Planning

### Personal Skills

- Patience
- Optimism
- Flexibility (ie.willingness to relocate to a different city)

## List of Careers in the Government

Here is a condensed list of some of the many wonderful opportunities that are waiting for you in government and the public service. Please note that this list is not comprehensive.

\*profiles for these careers are available on Career Cruising

Administrative Officer	Lawyer (see Government Lawyer)*
Agricultural Officer	Legislative Aide or Assistant
Budget Analyst	Lobbyist*
Business-Enterprise Officer	Manager of City
City Councillor	Mayor
Civil preparedness Officer	Media Room Worker
Claims Adjudicator	Municipal Clerk
Community Development Officer	Nuclear Medical Technologist*
Conservation Analyst*	Nurse*
CSIS Public Liaison Officer	Occupational Safety and Health
Cultural Affairs Officer	...Compliance Officer
Curator*	Officer of Housing, Management or
Customs Inspector	...Immigration
Deputy Assessor	Park Warden*
Detector Dog Master	Political Aide*
Diplomatic Officer	Politician*
Director of Programs	Press Secretary
Economic Development Officer*	Probation/Parole Officer*
Enforcement Investigator	Public Affairs Officer
Environmental Health Officer*	Public Policy Analyst*
Ethics Investigator	Public Works Commissioner
Food Policy Developer	Quality Controller*
Food Inspector*	Regional Census Manager
Foreign Service Officer*	Regional Intelligence Officer
Forensics Specialist*	Researcher*
Government Lawyer	Research Scientist
House Page	Sign Language Interpreter*
Hydrologist*	Test Pilot
Immigration Officer*	Translator*
Intelligence Specialist	Urban Planner
Intergovernmental Affairs Specialist	Welfare Director
Judge*	Wildlife Biologist
Labour Relations Specialist	Youth Employment Counsellor

## Building Relevant Experience

One of the most difficult parts of finding an entry-level job after graduation is not having enough experience. How can you gain the skills required if employers will not hire you? There are some options available if you are ready to gain the skills required for a stimulating career in the Canadian government.

### ***Internships***

Internships are a great way to explore your career options and gain hands-on skills in an area of interest. They vary in length, and some even offer competitive salaries. Below is a list of some great internship programs available to undergraduate students. Check out the Career Centre Database for internship opportunities.

#### **Provincial** *Ontario Internship Program*

This two year, paid internship program offers recent graduates the opportunity to gain essential skills required for a career with the Ontario government. Internship areas include Policy Development, Information Technology, Business and Financial Planning, Communication, Human Resources, Electronic Service Delivery and Labour Relations. Following completion of the program, interns have the opportunity to apply for permanent full-time positions within the Ontario government. For further information, visit their website at: <http://www.internship.gov.on.ca/mbs/sdb/intern.nsf/>

#### **Federal** *Parliamentary Internship Program*

This 10-month, paid internship offers recent university graduates the opportunity to get an in-depth view of the federal government and provide them with the knowledge required to be able to make an impact on the lives of other Canadians. Within the term of the internship, interns have an opportunity to work as assistants to backbenchers for both the official government and opposition party. They also have the opportunity to travel to legislatures across Canada, and around the world, as part of a comparative study. For more information, visit their website at: <http://www.pip-psp.org/>

#### *NRCan Science and Technology Internship Program*

Provides an opportunity to recent graduates in science or engineering to gain relevant work experience. Potential interns are invited to work on natural resource science projects of commercial potential, in cooperation with Natural Resources Canada (NRCan). For further information, visit their website at: <http://www.nrcan.gc.ca/css/hrsb/st/intern-e.htm>

## **Clubs**

Getting involved in student organizations is an excellent way to build on many government-valued skills, such as teamwork and problem-solving skills. It is also an excellent opportunity to network with peers and professionals that have graduated from your area of interest (if the club is geared towards a specific field), especially those who may now be working for the government. So check out club websites, and get involved!

The Students' Administrative Council (SAC)  
Anthropology Club of Erindale  
Communications, Culture, and Information Technology Club  
Computer Science Association of Erindale (CSAE)  
Erindale Biology Society (EBS)  
Erindale Chemistry and Physics Society (ECPS)  
Erindale Environmental Association (EEA)  
Erindale Math Club  
Erindale NDP Club  
Erindale Society of Chemical and Physical Sciences  
Forensic Society (IVNVI) at UTM  
Pre-Dental Society (PDS)  
Pre-Law/Political Science  
Pre-Med Club  
Psychology Association of Undergraduate Students of Erindale (P.A.U.S.E.)  
Sociology and Criminology Club  
Student Management Association (SMA)  
Undergraduate Commerce Society  
Undergraduate Economics Council  
UTM Anthropology Society (UTMAS)  
Women's Gender Studies Action Group

## **Volunteering**

Volunteering is another great way to gain and improve on skills. It usually does not matter where you volunteer, as long as you work on skills that are transferable to a career within the government. Good communication and research skills constantly appear in job descriptions for government jobs. As the following three volunteer positions demonstrate, these skills can be gained from a variety of diverse volunteer positions.

**Position Title:** Resource Room Volunteer  
**Organization:** Region of Peel, Children's Service  
**Description:** Resource Room is a resource lending library open to all professionals and students working with children. Volunteers will be responsible for assisting members to the Resource Room by signing in and out resources, creating displays

using resources to support key experiencing, and maintaining the Resource Room.

**Position Title:** Research Volunteer  
**Organization:** University of Toronto, at Mississauga (UTM)- Department of Psychology  
**Description:** Research volunteers are required for a study on the attention, cognition, and mother-infant interactions, as part of an on-going research program at UTM.

**Position Title:** Assistant Project Coordinator  
**Organization:** The Lung Association  
**Description:** The Lung Association is a registered charity that funds respiratory research, promotes tobacco-free society and addresses effects of air quality on lung health. A volunteer would be required to generate and maintain lawyer and client database, research potential lawyers, prepare letters for lawyers and client packages, and field phone call inquiries and registrations.

### ***Research Opportunity Program (ROP)***

ROP is a program at UTM which allows students in their second year (four to nine credits) to earn one full course credit by participating in a faculty member's research project.

**Project Number:** BIOL0103  
**Professor:** Professor Peter Kotanen, Department of Biology  
**Description:** Student participant will prepare soil for analyses, plant ragweed seeds, and monitor its growth over the fall and winter semesters. The experiment will be performed in a germination chamber, in order to imitate the germination and early growth requirements of this species.

**Project Number:** POLL0101  
**Professor:** Professor Richard Day, Department of Political Science  
**Description:** Requiring 2-3 student participants who are fluent in Russian language, who can assist in preliminary translations and with searching for background information, in order to translate into English the papers of a famous Russian economist.

## **Work Study**

Work-study is an excellent program geared towards university and college students who are part of the Ontario Student Assistance Program. It helps students meet their educational costs by working part-time during the year. Below are a few work-study positions that could lead students to gain the skills necessary for a career in the government.

**Work-Study Position:** Alumni Researcher for the Career Centre  
**Skills:** Excellent oral and written communication skills, professional and tactful with a friendly telephone manner, excellent research and writing skills, excellent time management and organizational skills, good computer skills (proficient in Word, Excel, email)  
**Description:** The Alumni researcher will be responsible for contacting UTM alumni to develop resources identifying career paths followed by UTM alumni. Responsibilities include: researching potential alumni to contact, contacting alumni by telephone and email, maintaining records of contacts and information received, encouraging UTM alumni to submit career profiles, evaluating information received and editing these profiles for use in Career Resource Library and UTM Career Centre website.

**Work-Study Position:** Library Ambassador  
**Skills:** Artistic, ability to use computers, creative, and superlative research, written and oral communication skills  
**Description:** The purpose of this position is to assist with the UTM Library's undergraduate student outreach program. By working in collaboration with a Librarian, the library ambassador will have a variety of responsibilities through which they will encounter opportunities to build knowledge and skills. Tasks include: assisting with preparation for and execution of outreach events for students, assisting with student focus groups, researching for textual and/ or visual materials relating to UTM for promotional purposes, and assisting in development of UTM library outreach programs by providing input on students' perspectives.

**Work-Study Position:** Occupational Coding Specialists  
**Skills:** Communication  
**Position Description:** The students will work on a Canada-wide project that needs to code the occupational information in samples from past Censuses. Occupational data is available as text in computer files and the task is to devise an efficient computer-aided method of coding this textual information into occupational and industrial classifications that are consistent with sociological and other social scientific concepts. The position could lead to a career in the Federal Public Service.

**Work-Study Position:** Census Data Analyst and Report Writer  
**Skills:** Data Management  
**Position Description:** The student will use Web-based applications in order to retrieve and manipulate family-relevant and social inequality-relevant public use tabulations from the 2001 and earlier Censuses of Canada. The student will learn how to transfer selected data to the SPSS package and how to analyze such data in a statistically and sociologically acceptable way. The student who works on this project will develop existing career-relevant skills in data analysis and report writing and will become familiar with the concepts and methodology of Census data.

### ***Summer Jobs***

Summer jobs are great ways to improve on skills necessary for a career in the government, as well as for networking. Summer jobs are also great because they only last for ONE summer. Therefore, if you decide you do not enjoy what you do, you are not tied down to it for more than a few months. On the other hand, if you do enjoy your summer job, it could always lead to part-time work during the school year, or even a full-time job after graduation. Check out the Summer Job Workshop for further tips on your summer job search. Below are two summer job postings for student interested in government.

**Position Title:** Public Policy Intern (Bilingual- ENG/FR)  
**Skills:** Analytical, communication, interpersonal, management and leadership, organizational, research methods, survey design and interviewing experience  
**Description:** Position requires fluency in both English AND French. Desirable skills include experience conducting on-line and library database searches, questionnaire design, previous interviewing experience (personal and

telephone), data processing and analysis, report writing, and knowledge of SPSS. An excellent academic record is an asset.

**Position Title:** Intern Analyst  
**Position Description:** Exciting opportunities exist with the Market Housing Branch, Ministry of Municipal Affairs and Housing. We have a high profile, complex policy agenda to secure affordable housing in Ontario, and to ensure a dynamic, effective housing market. You will learn about and take part in the policy development and government decision making processes, develop presentation skill and hone your writing skills. You will collect background data and information from a variety of internal and external sources, which will then be analyzed and consolidated into reports.

## Sample of Full-Time Listings

These samples of entry level jobs have skill requirements that could have been fulfilled by any one of the volunteer, work-study, ROP, or summer positions. As you can see from the postings below, one of the most critical skills for a career in the public service is good communication skills. You can always improve these skills.

### Career Centre Database

**Position:** Foreign Language Intelligence Analyst  
**Level of Government:** Federal (Communications Security Establishment)  
**Description:** The Communications Security Establishment (CSE) is looking for employees who are interested in a position involving analysis, research, translation, transcription, and report writing. The CSE's role is to provide security of the federal government communication and service of signals intelligence in support of Canada's defense policies.

**Position:** Junior Policy Officer  
**Level of Government:** Federal (Department of Canadian Heritage)  
**Description:** Looking for an individual to conduct research and analysis, assemble data on compliance and enforcement activity, and assist with qualitative analysis, data analysis and statistical compilations relating to various policy areas

## Region of Peel Website

<b>Position Title:</b>	Junior Planner
<b>Organization:</b>	Region of Peel
<b>Description:</b>	Responsibilities include: reviewing, circulating, preparing and coordinating comments on Regional requirements, conformity to the Official Plan (OP) and provincial interests regarding routine development applications, creating application profiles for new development applications and ensuring data in the development tracking system is up to date, conducting site inspections and research on development applications as required, assisting with the preparation of technical summaries, maps and graphic materials for reports, attending Committee and/or public meetings as required, responding to internal and external requests for information.

## Sample Full –Time Listing from the City of Vaughan Website

<b>Position Title:</b>	Manager of Parks and Forestry Operations
<b>Organization:</b>	City of Vaughan
<b>Description:</b>	Successful candidate will be responsible for managing forestry related capital projects and for the municipal operation and service of Parks and Forestry, including sports fields and play areas, urban forestry, naturalization areas and winter walkway/parking lot maintenance. Develops maintenance programs, administers related external contracts and participates in parks planning projects. Manages operating and capital budgets; compiles reports and attends community committee meetings. Requires minimum of six years of municipal parks experience.

## **Importance of a Second Language**

It is always an asset to know more than one language, especially if it is one of the official languages of the country in which you plan to work. Most provincial schools in Ontario only require students to learn French until Grade Nine, yet many jobs with the Federal Government require that an applicant be fluent in both the official languages of English and French. If you did not take French beyond your first year of high school, do not despair because there are many organizations and programs in place to assist in learning one of the national languages.

### Explore/Summer Language Bursary Program

The Summer Language Bursary Program (SLBP) offers a five-week immersion program in English or in French. Students participate in classes, language-intensive workshops and socio-cultural activities that will help them learn their second language and expand their knowledge of its culture while discovering another part of Canada. For more information, visit: <http://www.jexplore.ca/>

### Alliance Francaise

This is a paid service that offers a free evaluation test prior to registration in order to determine level of proficiency of prospective students. Includes courses at all levels, as well as specialized classes such as conversation, grammar, business French, legal French, French for professionals. For further information, visit their website at: <http://www.alliance-francaise.ca/>

## **Government Employment Programs**

Check out these great websites created by the different levels of government to help recent graduates enter into government positions.

### Federal Student Work Experience Program

<http://www.jobs-emploi.gc.ca/fswep-pfete/>

### Ontario Summer Employment Programs

<http://www.summer.mbs.gov.on.ca/>

### Jobs and Work with Canadian Municipalities

<http://www.theworkplace.ca/>

## Further Education

There are many careers within the government that do not require any education beyond an undergraduate degree. Obtaining a post-graduate degree/diploma is a great way to specialize in your field of your interest, but it is not always necessary. Your best bet is to research careers in which you are interested, and see if graduate school is essential to your career. The example below shows the different graduate programs in Ontario for a program called Public Administration. This program is geared towards a career in the government.

<b>Educational Institute</b>	<b>Program</b>	<b>Level of Degree</b>
Carleton University	Public Service Studies'	Certificate
	Public Administration	Post-graduate diploma
	Public Administration	Master's degree
Humber College	Public Administration	Post-graduate diploma
McMaster University	Public Policy and Administration	Master's degree
Ryerson University	Public Administration and Governance- Level I	Certificate
	Public Administration and Governance- Level II	Certificate
University of Guelph	Public Policy and Administration	Diploma

If your career of choice does require graduate school, start researching the different institutions that offer your program. When evaluating programs, be sure to:

- Determine whether the program is considered an asset for the field of your choice
- Find schools and programs compatible with your research interests
- Ask professors and practitioners in your field about reputable schools and programs
- Review faculty profiles and talk to them about their research, and what they look for in graduate students
- Visit the campus to meet faculty and students, and get a feel for the atmosphere of the program
- Research program requirements (prerequisites, research vs. thesis option)
- Consider factors such as school's geographical location, reputation, and student services

(Information taken from the Applying to Graduate School Tip Sheet, UTM Career Centre)

For further information on graduate programs, please explore our Career Centre resources:

### **Library resources**

- **Admission Information:** Pocket Guide to Graduate School Admissions, Guide to Professional Programs in Canada, GradSource Magazine
- **Personal Statements/Essays:** Graduate Admissions Essays, Mastering the Personal Statement
- **Video:** Applying to Graduate School

### **Services and Programs**

- Career Assistants and Career Counsellors
- Professional Schools Fair
- Professional Schools Information Sessions
- Workshops
  - o Now That I'm Graduating, What's Next?
  - o Explore Your Career Options

### **Online Resources**

Application Guide

- "Your Future: A Guide for Potential Graduate Students"-  
<http://www.cags.ca/>

Links to Professional and Graduate School Information

- UTM Career Centre Website-  
<http://www.utm.utoronto.ca/careers/education.html>

## **Information Interviewing**

Information interviews can have a significant role in your career development journey. They are designed to give you useful information about a career that you are researching by someone who is already in the field.

### ***THE BENEFITS OF INFORMATION INTERVIEWING***

- gives you an inside look on what the career actually entails so that you can decide whether it is an occupation that suits you
- gain insider tips regarding what courses to take, what experience to get, and how to market yourself when actively searching for similar positions
- develop knowledge of the industry, recent trends and developments
- build new contacts in your field of interest
- develop communication skills and confidence in meeting and talking with new people

## *FINDING CONTACTS*

Networking is one of the most important steps of your job search. Make sure you ask others who they know in your career of choice. The following is a list of potential sources for contacts:

- Professors, friends, neighbors, family- you could be surprised by who they know!
- The Career Centre Extern Program-shadow someone in a career area for up to a week. For more details: [www.utm.utoronto.ca/careers/extern.html](http://www.utm.utoronto.ca/careers/extern.html)
- Networking Binder (available at the Career Centre). This binder has a list of professional contacts who are willing to speak with University of Toronto students for the purpose of an information interview.
- Related associations and company directories- the Career Resource Library has a diverse collection of directories available for your use.
- Professional trade journals/newspapers and fairs (e.g., Career Centre events/panels, Association events, etc.).

## *ADDITIONAL RESOURCES ON INFORMATION INTERVIEWING*

Effective Information Interviewing Tip Sheet, Career Centre

Information Interview, Government of Canada. Advice on how to use information interviewing in your career development.

[http://www.jobsetc.ca/content\\_pieces.jsp?category\\_id=420&lang=e](http://www.jobsetc.ca/content_pieces.jsp?category_id=420&lang=e)

Information Interviewing Tutorial. Quintessential Career's site provides an in-depth tutorial to help you master the art of information interviewing.

[http://www.quintcareers.com/informational\\_interviewing.html](http://www.quintcareers.com/informational_interviewing.html)

## **Sample of an Information Interview**

**Rob Bhatia** is a *Post-Secondary Recruitment Coordinator and Liaison Officer*, with the Public Service Commission of Canada. I received his contact from a colleague. When you are looking to conduct an information interview with someone from a specific field, make sure that you ask your network of friends, co-workers and family. I made contact with Mr. Bhatia, and made sure that he was willing to conduct the interview.



Remember to make sure that you arrange a time and method of interviewing (phone, in person, or email) that is most convenient for the person you are interviewing.

By initially using web resources for ideas, I began compiling a list of questions that I wanted to ask Mr. Bhatia about his career. I then narrowed it to the questions that I thought would allow me to learn the most about his career. With the help of the Career Centre Library resources such as the book, *Information Interviewing: How to Tap Your Hidden Job Market* by Martha Stoodley, and the *Effective Information Interviewing Tip sheet*, I was ready to conduct my interview.



Keep an eye out for the amount of time your information interview is taking. The person you are interviewing was nice enough to help you, so be respectful of his/her workload and schedules.

*Question One: What are the educational requirements for this job?*

“Currently, the requirement for this position is bachelor’s degree in Business Administration, any of the Social Sciences, or Psychology, with at least four Human Resources courses.”

*Question Two: Describe your educational and career journey.*

“I graduated from Wilfred Laurier University, with an Honours Bachelors of Commerce. I then returned to Laurier for an Honours Bachelors of Arts in Philosophy. For six months I took part in an internship with Honeywell, as a Workforce Diversity Analyst. Following that internship, I received a placement with the Organization Development Unity at Ontario Power Generation. One year later, I started a job as a Staff Relations Consultant trainee with the Federal Governments Human Resources Development Canada. In 2001 I started with Transport Canada as a Human Resources Staffing and Recruitment consultant, and in 2002 joined Citizenship and Immigration Canada as a Staff Relations Consultant. In January 2004 I was appointed permanently with the PSC and was also assigned the Post-Secondary Recruitment Coordinator and Liaison Officer portfolio.

*Question Three: Why did you decide to work for the government?*

To be perfectly honest, it was all about being at the right place at the right time. My internship and experience after university brought me to this great opportunity, which I now absolutely love.

*Question Four: What part of this job do you find most satisfying? Most challenging?*

The most satisfying part about this job is that it encourages a work-life balance. I don’t have to worry about taking my work home with me, and it compensates well. Also, dealing with the general public on a daily basis makes this job extremely rewarding. The most challenging part of this job is dealing with the negative misconceptions the public has about the federal government, that are portrayed by the media.

*Question Five: What kinds of experiences, paid or unpaid, would you encourage for someone who is pursuing a career in your field?*

Co-op and development positions are great ways to gain experience. Education is important but you should look for university programs that have work terms where you can work with a government agency.

*Question Six: What special advice do you have for a student seeking to qualify for this position?*

The best advice that I can give is to students is: **BE PERSISTENT**. Keep applying for those government jobs. Also, the website is updated on a daily basis, and some postings are only left on for a day or two. Do not leave things such as filling out the online application to the day of the deadline, because if there is a server crash or a power failure, you will not get extra time to complete your application.



Do not ask to submit a resume during an information interview. Always remember that the purpose of this information interview is to gain information. However, if the employer requests, you can provide one.

## **Profiles** from “A Day in the Life of the Public Services of Canada” (SOC416)

**“Even people who aren’t likely to access the rare book collection should feel part of a heritage belongs to them.”**

*Michael Brisebois is a Rare Book Curator at the National Library of Canada. His goal is to collect a copy of every Canadian book printed prior to Confederation. He communicates with rare book dealers from all over Canada, the United States, England and France. One of the greatest perks of his job is having the ability to share his extensive knowledge with the public, researchers, historical societies and other libraries.*

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**“The processes we’re involved in today are our opportunity to revisit and correct the wrongs of the past.”**

*Bernadette Norwegian is an Intergovernmental Affairs Specialist with the Department of Indian Affairs and Northern Development. Her main objective is to bridge the differences between regional governments in the North-West Territories and First Nations tribes who want to settle land claims. She hopes that together, the two groups can collaboratively sit down and settle outstanding treaty obligations, and create policies that will be beneficial to all.*

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**“My place is here.”**

*Daniel Brisebois is a Nursing Orderly at the St. Anne-de-Bellevue Veterans Hospital. As part of his daily routine of feeding, cleaning, and dressing his patients, he develops very special relationships with them. Even patients who can’t talk are happy to be in such a positive environment. He finds special meaning in helping those who have fought for our country.*

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**“It’s the best job in the world!”**

*Don Murray is a Detector Dog Master with Revenue Canada. His job gives him the opportunity to work with his best-friend, Gunner, who is a three-year old black Labrador Retriever. Together, they work at Macdonald-Cartier International Airport (Ottawa), checking out passengers, their baggage, and even the plane for narcotics. In 1999, Revenue Canada’s 38 dog teams located over \$130 million worth of narcotics.*

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**“I meet people from all walks of life who have done incredibly courageous acts for their fellow citizens.”**

*Pat Morrow is a Policy Advisor at the Privy Council Office. One of her most important responsibilities is to provide advice on the organization of government. Someone in her position must be very flexible in terms of who she works with, since her duty is to serve the government of the day. Another aspect of her job includes identifying recipients of the Governor General’s Bravery Award, allowing her to meet people who have done incredibly courageous things for others.*

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***“They see us as non-biased government people, which doesn’t happen in every country.”***

*Nancy Kummen is an Agricultural Officer with the Canadian Food Inspection Agency. Her job is to inspect ships meant to carry grain for residue from previous cargoes such as copper concentrates, lead and old corn. If anything irregular is found, such as an insect, the ship must be fumigated and cleaned. Miss Kummen emphasizes that people good skills are essential to the job. You must also be flexible. “I really love my job. People are happy with our staff and what we do here, particularly with the grain export.”*

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***“The work here is fascinating. It doesn’t exist anywhere else”***

*Andras Vamos-Goldman is a Political Counselor for the Canadian Permanent Mission to the United Nations. With Canada serving as an elected member of the UN Security Council, this country has an opportunity to advance views that enhance human security. His job is to keep the Minister and all relevant officials in Canada and New York informed of developments, and to represent Canada’s interests in discussions and debates. “You get a chance once in a lifetime to do something like this,” he says. It is very important to me to feel that what I’m doing is helping, contributing to the process of making our world a better, safer place.”*

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***“We’re out there looking for contraband, whether it be narcotics or smuggled alcohol, or child pornography.”***

*Peter Lee is a Regional Intelligence Officer with Revenue Canada. He coordinates information about missing children and child pornography from sources across Canada and the United States. Mr. Lee’s work on behalf of missing children and against child pornography gives him a great sense of satisfaction, even if the intercepted child porn represents just one case in hundreds. “You get a child that needs help, and we can help them.”*

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***“I really felt I was making a difference.”***

*Sue MacDonald is a Boating Safety Officer for the Canadian Coast Guard, based in Winnipeg. Since 1995 she has been helping to change the sad fact that Canada’s Arctic has the highest number of drownings per year. She has introduced the Inuit and other Aboriginal people to high-tech survival gear, such as the personal floatation suit, which has resulted in fewer drownings. Upon discovering that price played a major factor in the use of the floatation devices, she found grant money and made partnerships with local band offices and trappers to buy personal floatation devices and lend them out.*

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***“I don’t mind the 4 a.m. wake-up call...I always think about their situation, and I think I’m in a much better spot They’ve been out all night and they don’t know if they’re going to be found or when.”***

*Rundi Anderson is a Park Warden at the Pacific Rim National Park Reserve, in British Columbia. As a Park Warden at one of Canada’s most rugged national parks, with hazards as varied as rip currents, she is on call to assist in rescue*

operations at any time of the day or night. “This is amazing. I’d love for everyone to have the opportunity to come out here.”

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## **Industry Information**

Your research for future careers should also include an exploration of industry trends. Industry information helps give you a realistic picture of the job market that you wish to enter. It is very important to research this because if the work prospects for the future of a career are low, it means high rates of unemployment and an extremely competitive workforce. Below are two examples of government job prospects and their outlook for the next few years. This information can be found on [www.jobfutures.ca](http://www.jobfutures.ca)

### **Health and Social Policy Researchers, Consultants and Program Officers**

The work prospects for this career are rated FAIR because the number of workers for this field declined in the 1999-2001 period. However, the decline is not expected to last because of a growing need for research and analysis in the health sector.

The outlook for 2007 and beyond is FAIR because the employment growth rate will be above average because of new hiring in the public service, especially for health researchers and analysts. The retirement rate will likely be above average, and the number of job seekers should match the number of job openings.

### **Managers in Public Administration**

The current work prospects are rated GOOD because employment grew at a significant rate in this area from 1999-2001. This was due to an increase in government spending, which led to the creation of more job opportunities.

The outlook for 2007 and beyond is rated as GOOD. The employment rate will be above average due to a greater increase in government spending. The number of job opening will likely exceed the number of job seekers. You will see a greater amount of graduates entering the field, and moving up the ranks to replace the retirees. The retirement rate will be average.

## Where Can I Learn More?

- Want a hard copy to look at, or take home? Print Resources are available at the Career Centre to give you more in-depth information on different careers within the government.

### **Books**

What Can I Do with My Degree in Forensic Science?

What Can I Do with My Degree in Political Science

Careers in Activism

### **Binders**

Alumni Binders- profiles on U of T alumni in fields related to government

Volunteering Off Campus Binders

Ministry Information Binder

Careers in Political Science/Policy

- Do you think that seeing is believing? Then check out our collection of Videos related to careers in the Canadian government.
  - Careers in Forensic Science Panel
  - Careers in the Foreign Service Panel
  - Careers for Globetrotters Panel
- Do you enjoy exploring future careers via the internet? Then the Career Centre website is perfect for you!
  - Free Access to Career Cruising (Only from Career Centre Computers)
  - Employment and Volunteer Database
  - Links to information about working abroad
  - Links for Employment and Industry Websites
- Do you enjoy interacting with others while gaining the knowledge required in your career exploration process? Then check out our Career Centre workshops, which are both informative and interactive.
  - Resume and Cover Letter
  - Summer Job Search
  - Explore Your Career Options
- Are you looking to find a mentor who can assist you in exploring a specific career? Try our Alumni Mentorship Program, geared towards students who have a specific idea of the career they wish to pursue after graduation. Contact the Career Centre for further information.
- Are you looking for a job shadowing program to assist in investigating career interests? The Extern Program offers a 1 to 5 day voluntary

placement in February and/or May. Contact Career Centre for more details.

- Career Centre Fairs are a great way to network with organizations within the community. Whether you are looking for summer, full-time, or volunteer experience, our fairs have it all! We also offer a Professional Schools Fair in October for those considering professional or graduate school.
- Consult our Alumni Binder for more profiles on professionals working for the government, such as:  
Jonathan Briet (Coordinator for the National Crime Prevention Centre)  
Alexis Morgan (Conservation Analyst for WWF Canada)  
Nicole Sookhai (Probation and Parole Officer)  
Elizabeth Vork (Assistant to a Member of Parliament)
- Also, be sure to consult our Extern Binder, for profiles on professionals such as:  
Chris Clark (Translator)  
Ingrid Sulz (Urban Planner)
- If you are unsure about your career direction or how your academic major relates to work after graduation, you may find it helpful to make an individual appointment with one of our professional Career Counsellors.
- Looking for a job? If you're graduating, the Graduating Students Employment Service offers postings for students in your final year of study. The Recent Graduate Employment Service allows you to access full-time opportunities for two years after graduation. Please check with the Career Centre for details.
- You've decided on a career or the type of job you want but what's the next step? Our professional Job Coach can assist you in organizing your search and providing you with the marketing tools to help you successfully land the job you want.

**Please feel free to come and visit us in Room 3094, South Building.  
We can also be reached by phone at 905-828-5451, by email at [careers@utm.utoronto.ca](mailto:careers@utm.utoronto.ca) or online at [www.utm.utoronto.ca/careers](http://www.utm.utoronto.ca/careers)**

## **Professional Associations and Useful Websites**

Professional associations are a great way to network and meet other professionals in your field. There are a wide range of professional associations that can appeal to employees of the government. Here is a short, but not comprehensive list of associations.

### **Canadian Centre for Policy Alternatives**

<http://www.policyalternatives.ca>

### **Canadian Political Science Association**

<http://www.edac.ca/>

### **Canadian Public Health Association**

[http://pscac-cccfp.gc.ca/centres/home\\_e.php](http://pscac-cccfp.gc.ca/centres/home_e.php)

### **Canadian Public Relations Society Inc.**

<http://www.cprs.ca>

### **CD Howe Institute**

<http://www.cdhowe.org>

### **Chemical Institute of Canada**

<http://www.pafso.com/>

### **Council for the Advancement of Native Development Officers**

<http://www.edo.ca>

### **Economic Developers Association of Canada**

<http://www.edac.ca>

### **Fraser Institute**

<http://www.fraserinstitute.ca>

### **Institute for Research on Public Policy**

<http://www.irpp.org>

### **Organization of Professional Immigration Consultants**

<http://opic.org>

### **Professional Association of Foreign Service Officers**

<http://www.pafso.com>

### **Public Service Commission of Canada**

<http://www.jobs-emplois.gc.ca/>