

## **Job Opportunity**

**Position Title:** Candidate for RGOP

**Company:** Career Centre

**Location:** University of Toronto Mississauga (3359 Mississauga Rd, Mississauga ON, L5L 1C6)

**Length:** Contract, approx. 4 months

**Deadline to apply:** October 16<sup>th</sup>, 2023 11:59 PM

**Hiring Manager:** Jason John

### **Overview:**

The Recent Graduate Opportunities Program (RGOP) is a placement program for undergraduate students who have recently graduated (up to 2 years after graduation). This program runs 2 times a year and will prepare you for your first job after graduation through group work and career coaching. Not only will this program support you through your own job search but it will also give you access to exclusive short-term paid placements.

### **Qualifications:**

- Undergraduate student from any academic discipline, who will/has graduated between June 2020 - June 2022
- Strong ability to search for information online and in print
- Good verbal and written communication
- Demonstrated ability to implement feedback and meet tight deadlines
- Interest in learning and applying new information
- Previous experience working on a team

### **Duties:**

- Identify your work search target area, including their industry focus and work function
- Attend all mandatory program components
- Update your resume and cover letter according to strategies learnt in the program
- Be highly responsive through e-mail and online working groups to ensure maximum engagement
- Communicate in a professional and timely manner updates that are relevant to your participation in the program
- Work with Career Centre staff and other candidates throughout the duration of the program

*Don't forget to include all relevant paid and unpaid work experiences in addition to extracurricular activities and/or academic projects.*