Get Experience at UTM

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Access this booklet online at www.utm.utoronto.ca/careers/jobs/campus-opportunities.

Getting some experience while being a student will greatly increase your chances of finding a job after graduation, while helping you decide what career area might be most suitable for you. This booklet highlights some of the ways you can get valuable experience on campus.

It is never too early to start looking for ways to get involved. If you need help, contact the UTM Career Centre at careers.utm@utoronto.ca or drop by DV 3094.
Academic Internships

https://www.utm.utoronto.ca/experience/students/academic-internships

Academic Internship courses supplement classroom learning with practical experience in a work setting. Offered in many disciplines to third and fourth year undergraduate students for 100-200 hours of unpaid work.

Accessibility Services

www.utm.utoronto.ca/accessability/volunteer-resources

Accessibility Services provide services and academic accommodations to students who have a documented learning, physical, sensory, or mental health disability. Opportunities include note taker, outreach and support assistant, and peer mentor.

Blackwood Gallery

blackwoodgallery.ca/contact/index.html#opportunities

The Blackwood Gallery is a contemporary art centre on campus. It presents curated exhibitions featuring the work of local, national, and international professional artists. The gallery offers opportunities for students interested in visual arts, cultural studies, art history, and media.
<table>
<thead>
<tr>
<th>Organization</th>
<th>Website</th>
<th>Description</th>
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<tbody>
<tr>
<td>Career Centre</td>
<td><a href="http://www.utm.utoronto.ca/careers">www.utm.utoronto.ca/careers</a></td>
<td>UTM Career Centre helps students and recent graduates make career plans, seek work experience, and learn the process of lifelong career management via individual appointments, workshops, programs, events, drop-in services, and resources. Positions include Career Assistant, Marketing and Events Assistant, Research Assistant, and Library Assistant.</td>
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<tr>
<td>Center for Student Engagement</td>
<td><a href="http://www.utm.utoronto.ca/utm-engage/about-us/work-us">www.utm.utoronto.ca/utm-engage/about-us/work-us</a></td>
<td>The Centre for Student Engagement offers an integrated and collaborative approach to supporting new and current students at UTM. They host a variety of programming and initiatives designed to provide students with a strong academic and social foundation within a supportive learning environment.</td>
</tr>
<tr>
<td>CFRE Radio</td>
<td><a href="http://www.facebook.com/cfreradio">www.facebook.com/cfreradio</a></td>
<td>CFRE is UTM’s campus radio station, playing a diversity of music in all genres and hosting many events and concerts. Located in the Student Center, the station broadcasts live 24/7 at 91.9FM.</td>
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<tr>
<td>Co-Curricular Record (CCR) Activities</td>
<td><a href="http://www.utm.utoronto.ca/student-life/co-curricular-record">www.utm.utoronto.ca/student-life/co-curricular-record</a></td>
<td>The Co-Curricular Record (CCR) is designed to help students find opportunities on campus beyond the classroom and to have their skills and experiences captured on an official document. The CCR program offers hundreds of opportunities to get involved.</td>
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Community Engaged Service Learning

Community Engaged Service Learning is a method of teaching, learning and reflection that combines academic classroom curriculum with meaningful service in the community. Courses in different disciplines are available.

Volunteer: www.clmiss.ca/get-involved/volunteer

Community on Campus

Community on Campus is designated to provide an opportunity for young adults who have an intellectual disability to participate in activities on campus, including auditing classes, enhancing literacy skills, exercising, developing computer skills, and socializing with friends.

Volunteer

Environmental Affairs Office

The Environmental Affairs Office promotes and maintains a broad range of sustainability initiatives through the engagement of the UTM community. The Office runs several programs designed to make UTM more environmentally-friendly, focusing on energy use, campus natural areas, waste and recycling, and water use.

Volunteer

Equity & Diversity Office

The Equity & Diversity Office provides advice, assistance, programming, and complaint resolution to students, staff, and faculty to ensure equity and inclusion on campus. The office hires students annually to contribute to equity-related programming and events.

Paid

Volunteer
Erindale College Special Response Team

ECSpeRT are a team of volunteer Medical First Responders who provide first aid coverage to all students, staff, and visitors of the UTM campus. ECSpeRT members also regularly assist with first aid duties of the Mississauga Division of St. John Ambulance.

Volunteer

Facilities Management & Planning

The Facilities Management & Planning team strives to effectively serve the needs of the campus community for the development, space allocation, renovation, operation and maintenance of all infrastructure, facilities and related services.

Paid

Field Trips/Courses

Field courses take students on a journey of learning outside the classroom. Organized by the Experiential Education Unit, experiences can be outdoor fieldwork, visits to historical sites or cultural events, or interactive tours of industrial sites.

Academic

Health & Counselling Centre

The UTM Health & Counselling Centre provides a range of health care services to students, faculty and staff, including medical care, personal counseling, psychiatry, nutritional counselling, and a dispensary. They also support students by providing various resources and tips on wellness.

Paid

Volunteer
Hospitality and Retail Services: Food Service

The Hospitality and Retail Services Department is committed to providing value to the UTM community through the provision of dining, event planning, retail and more. The department collaborates with Chartwells for the delivery of food and beverage services to thousands of higher education students daily.

ICUBE

ICUBE UTM is the home of Entrepreneurship at UofT Mississauga and are part of the Institute for Management & Innovation. ICUBE at its core is a business accelerator that offers early-stage business development & commercialization services including an entrepreneurial curriculum, business advisory services, co-working space, expert speaker sessions, and a mentorship program.

Independent Research/Thesis/Study Courses

Offered in the majority of programs and disciplines, these courses allow students to conduct an extensive examination of literature in a selected topic or perform laboratory and/or fieldwork in their area of study. In order to qualify for these courses, students must obtain the permission of the department and locate a professor who will agree to supervise them. For further information, consult the course calendar or speak with your academic department.

Information & Instructional Technology Services

Information & Instructional Technology Services (I&ITS) offer configuration and ongoing support for desktops, laptops, peripherals, and other equipment across campus. They frequently respond to customer inquiries and resolve technical issues.
The International Education Centre provides a range of programs and services tailored to support the experience of international students at UTM. Committed to holistic learning, the Centre strives to meet the diverse needs of international students while ensuring compliance with changing government policy related to immigration and international student support from authorized educational agents.

Contact in person during office hours or via email.

Students interested in gaining laboratory experience are encouraged to contact their professors to inquire about the professors’ current research projects and whether they recruit volunteers.

Let’s Talk Science Outreach

Let’s Talk Science delivers a wide variety of meaningful science, technology, engineering and mathematics (STEM) learning experiences to youth. Students have the opportunity to share knowledge and inspire children and youth to become engaged in STEM learning.

The UTM Library offers a wide range of resources to support teaching, learning, and research activities. One of their opportunities is for volunteer UTM Library Ambassadors, who enhance the UTM academic experience by developing and hosting events, participating in outreach activities, and promoting the Library services.
Office of the Registrar

https://www.utm.utoronto.ca/future-students/volunteer

Office of the Registrar specialize in understanding university policies and procedures to help students succeed. Students can receive support related to academic planning, fees, financial aid, scholarships, exams, petitions, graduation, and more. They recruit student ambassadors to support them through specialized on-campus events, regular and private campus tours, and unique projects throughout the year.

Professional Experience Year (PEY)

https://engineeringcareers.utoronto.ca/

PEY is Canada’s largest undergraduate paid internship program that offers 12- to 16-month full-time work placements for Engineering and Computer Science students in their 2nd and 3rd year of study.

Recreation, Athletics & Wellness

www.utm.utoronto.ca/athletics/about-us/employment

The Department of Recreation, Athletics & Wellness is one of the largest employers of students on campus, hiring throughout the year. The Recreation, Athletics and Wellness Centre (RAWC) has a wide variety of facilities, activities and programming designed to improve wellness.

Robert Gillespie Academic Skills Centre

www.utm.utoronto.ca/asc/rgasc-opportunities

RGASC offers a full range of workshops, seminars and individual consultations to help students identify and develop the skills they need for academic success.

UTM Career Centre & Experiential Education Unit
Sexual & Gender Diversity Office

SGDO has volunteering opportunities for students to help operate the Centre and to provide information regarding sexual education, peer support, and a safe place for the student community.

Student Housing & Residence Life

Student Housing & Residence Life host various events and programs designed to foster greater connections among students living in residence. Their student staff create community by engaging residents with various programming initiatives and through building relationships.

Student Organizations

UTM’s recognized student groups and societies represent the interests of fellow students. Join as a general member, executive member, or start your own group.

Academic societies are student-led organizations with a specific academic focus. Almost every academic department at UTM has a representing academic society that unites and enriches student life and allows students to participate in accomplishing their academic objectives.

Teaching Assistant (TA)

TAs assist course instructors by conducting tutorial sessions and grading student’s work, holding office hours, and invigilating tests and exams.

Updated: August 2019
### The Blind Duck

[https://utmsu.ca/blind-duck-menu/](https://utmsu.ca/blind-duck-menu/)

The student run pub The Blind Duck serves food, drinks, and hosts a number of different events organized by student clubs and academic societies. Students interested in hospitality services can check out the available opportunities.

- **Paid**

### The Medium

- **Paid:** themedium.ca/information; **Volunteer:** themedium.ca/volunteer

The Medium run the student newspaper and magazine of UTM. They offer opportunities for students interested in writing, editing, photography, and design.

- **Paid**
- **Volunteer**

### UTM Campus Council

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

UTM Campus Council is a governance body established by and reporting to the Governing Council. It comprises representatives of the five estates - administrative staff, alumni, government appointees, students and teaching staff - with both governor and non-governor members. The UTM Campus Council exercises governance oversight of campus specific matters, as well as any matters assigned to it by the Governing Council.

- **Volunteer**

### U of T Bookstore

[uoftbookstore.com](http://uoftbookstore.com)

The U of T Bookstore has everything students need to succeed at university, including textbooks for purchase or rent, school supplies, tech gear, spirit wear, and gifts. Those interested in retail will find some exciting job opportunities.

- **Paid**
UTM Food Centre

utmorientation.ca/utmfoodcentre.co/initiatives/volunteer

The Food Centre’s main service is providing access to food assistance to all UTM students who are food insecure. They provide canned food as well as produce/fresh food to their members. Various volunteer opportunities are available.

UTMSU

Paid: utmsu.ca/employment; Volunteer: goo.gl/afzV19

The UTM Students’ Union are the central representative of students for the Mississauga campus. They endeavor to improve students’ educational experience, provide cost-saving services, programs and events, and defend the individual rights of students.

Work Study Program

https://clnx.utoronto.ca/students/wspublicstudents.htm

The Work Study Program provides students with the opportunity to develop their knowledge, skills and experience through paid work on campus. Most academic and non-academic departments participate in the program, offering various summer and fall/winter opportunities. Domestic and international undergraduate and graduate degree students with a minimum of 40% course load may apply.