

UPDATED: JUNE 2019



CAREERS IN GOVERNMENT

UPDATED: JUNE 2019

CONTENTS

[OVERVIEW](#)

[WHO EMPLOYS GRADUATES](#)

[PROGRAM RELATED SKILLS](#)

[POSSIBLE CAREER PATHS](#)

[HOW TO GAIN EXPERIENCE](#)

[Volunteer](#)

[Internships](#)

[Additional Student Related Organizations](#)

[Create a LinkedIn Profile](#)

[Join a Professional Association](#)

[SAMPLE JOB LISTINGS FOR GRADUATING STUDENTS/RECENT GRADUATES](#)

[HOW CAN THE CAREER CENTRE HELP](#)

[Library Resources](#)

[Appointments](#)

[Career Planning by Year](#)

[The National Occupational Binder](#)

[Tip Sheets](#)

[Events](#)

[Extern Job Shadowing Program](#)

[Talk to Professors](#)

[Career Counselling](#)

[Job Postings](#)

[IMPORTANCE OF A SECOND LANGUAGE](#)

[ALUMNI PROFILE](#)

[Additional Web Resources](#)

OVERVIEW

There are several job opportunities in the government sector. The three main levels of government being; federal, provincial and municipal offer various job opportunities for the locals.

- a. City Manager: The city manager is the chief executive officer in cities that operate under the municipal government. In some cities, this role is referred to as a mayor form of government. The mayor is responsible for operating city council decisions.
- b. Finance Director: The finance director oversees budgeting and accounting operation for the city. They ensure that the city will have enough money throughout the year to keep up with planned expenses.
- c. Police Chief: The police chief is the most high-profile department head. Police departments works closely with the city government.
- d. Fire Chief: Like the police chief, fire chief work with strong lines of authority and emergency management protocols.
- e. Public Works Director: The public work director oversees departments that many citizens think of when they think about the operations of the city government.
- f. Parks and Recreation Director: The parks and recreation director oversees parks, recreation facilities and recreation programs operated by the city.

WHO EMPLOYS GRADUATES

Wondering where to Jump Start your career? Below is a list of sectors which typically hire Graduates.

- ✓ Finance
- ✓ Government
- ✓ Community Circle
- ✓ Health
- ✓ Environment
- ✓ Law
- ✓ Foreign Affairs
- ✓ International Trade

PROGRAM RELATED SKILLS

Although all professions require different skills, there are common skills essential

UPDATED: JUNE 2019

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.

- Organizational skills
 - Managing information
 - Taking directions 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
- Technical skills
- Interpersonal skills
- Leadership skills

POSSIBLE CAREER PATHS

There are many different career options available. Your degree provides you with a variety of intellectual and applied skills that are valuable in a range of careers. The wide variety of careers that graduates have move on to is a reflection of the diversity of skills gained through an undergraduate program. Involvement in extracurricular, volunteer and work experiences will also supplement your skills and focus them to a particular industry. Below is a sample of the types of positions graduates have gone on to.

| | |
|-------------------------------|-----------------------------|
| Administrative Officer | Researcher |
| Agricultural Officer | Research Scientist |
| Budget analyst | Test Pilot |
| Business – enterprise officer | Welfare Director |
| City councilor | Diplomatic officer |
| Civil preparedness officer | Customs Inspector |
| Claims Adjudicator | Cultural Affairs Officer |
| Community Development Officer | Foreign Service Officer |
| Conservation Analyst | Enforcement Investigator |
| Curator | Food Inspector |
| Diplomatic officer | Immigration Officer |
| Director of Programs | Youth Employment Counsellor |
| Intelligence Specialist | Ethics Investigator |

HOW TO GAIN EXPERIENCE

There are a lot of ways to gain further experience for a career in policy, from being a member of a campus club to a part-time job. The section below offers suggestions on how to build up the experience and skill set for a career in government and public sector.

Internships

- **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. Internships areas include policy development, information technology, business and financial planning, human resources and labour relations. Following completion of the program, interns have the opportunity to apply for permanent full-time positions within the Ontario government. For more information, visit their website: <https://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 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

UPDATED: JUNE 2019

around the world, as part of a comparative study. For more information, visit their website:

<https://pip-psp.org>

For more information visit <https://www.ontario.ca/page/paid-internships-government>

Volunteer positions

- Parks Canada Agency: <https://www.pc.gc.ca/en/agence-agency/benevolat-volunteering/vol-ben07>

Additional Related Student Organizations

Join a student club or an academic society at UTM to meet like-minded people, explore your interests, and make valuable connections. To view a list of current clubs and societies, visit the Centre for Student Engagement's website. Some organizations you may consider are:

- Debating club at UTM: : <https://www.facebook.com/utmdbc/>
- Political Science and Pre-Law Associations: <https://www.utm.utoronto.ca/political-science/psla>
- UTM Global Brigades: <http://utmgb.sa.utoronto.ca/>
- UTM Students' Union: <https://utmsu.ca/>

Create a LinkedIn Profile

Create a LinkedIn profile to connect with professional various fields, explore the career paths of UTM alumni, research employers, apply for specific positions, and more. Need help? Come to the Career Centre to book a LinkedIn profile critique.

Join a Professional Association

There are many benefits of becoming a member of associations, such as developing a network of contacts, learning about industry trends, accessing industry-related job postings, and stating your affiliation on your resume. Some associations related to this field are:

- **Ontario Internship Program:** <https://www.internship.gov.on.ca/mbs/sdb/intern.nsf/>
The OIP provides two-year, entry level paid positions across the Ontario Public Service. This program is open to people with limited work experience who have graduated with a degree or diploma from a recognized university or college within the past two years.
- **Ontario Legislature Internship Programme:** <https://www.olipinterns.ca>

UPDATED: JUNE 2019

The Ontario Legislature Internship Programme is a ten-month program designed to provide backbench members of the Legislative Assembly with highly qualified assistants. At the same time, by giving Interns practical experience in the day to day work of the legislature, it provides them with the opportunity to supplement their academic training through regular academic discussions.

- **Career Edge:** <https://www.careeredge.ca>

Career edge has been helping recent graduates launch careers through with the cooperation of over 900 host employees. The term of the internship can last anywhere from 4-12 months, with a stipend of \$2000/monthly.

- **Canadian Political Science Association (CPSA):** <https://www.cpsa-acsp.ca/>
- **Professional Association of Foreign Service Officers (PAFSO):** <https://pafso.com/>

SAMPLE JOB LISTINGS FOR GRADUATING STUDENTS/RECENT GRADUATES

Below is a sample of listed positions that have been posted on UofT's Career Learning Network (CLN). To access current listings, login to CLN and click on jobs.

- Legal Assistant, Abrams & Krochak
- Policy Advisor, Management Board Secretariat
- Regulatory Affairs and Legal Services, Toronto Hydro Corporation
- Client Services Advisor, Ministry of Government and Consumer Services
- Parliamentary and Information & Research Assistant, Library of Parliament
- Foreign Language Intelligence Analyst, Communications Security Establishment
- Policy Analyst, College of Physicians and Surgeons of Ontario
- Policy & Legislation Implementation Assistant, Ministry of Labour
- Resource Centre Coordinator, Ontario Public Interest Research Group
- Indexing assistant, Mediacorp Canada Inc.

HOW CAN THE CAREER CENTRE HELP

[Library Resources](#)

The Career Resource Library contains information about a wide range of occupations in an industries, resume and cover letter resources, effective work search methods,

UPDATED: JUNE 2019

graduate/professional school preparation guides and more. Below listed are some sample of Career Centre Library Resources.

- What Can I Do With My Degree in Political Science?
- What You Can Do with an Arts Degree
- Great Jobs for Liberal Arts Majors
- Careers for Persuasive Types and Others Who Won't Take No for an Answer
- Careers in Community Development
- Politics, Government and Activism
- Career Cruising
- Careers in Government and Activism

[Appointments](#)

- Attend a one-on-one appointment with a career counsellor or an employment strategist to discuss what career options might work for you and determine a job search plan
- Meet with an academic or departmental advisor, who can guide you in achieving academic success. Contact the Office of Registrar or your department for more information.

[Career Planning by Year](#)

Visit our Career Planning by Year page for ideas of important career related activities for each year. You can visit us in the Career Centre to find out more about careers that interest you. The UTM program plans are also a good resource to learn more about how you can use your degree and to find out how to map out your academic career path for each year while at UTM:

<https://www.utm.utoronto.ca/program-plans/program-plans>

[The National Occupational Binder](#)

The National Occupational Binders in the Career Resource Library provide with every detailed, specific and extensive information relating to hundreds of careers. From general overviews of the job, to working conditions, to sample job postings related to the field and related articles, the binders are sure to provide you with in-depth answers to many of your job-specific questions.

UPDATED: JUNE 2019

[Tip Sheets](#)

Do you like information in an easy-to-read, easy-to-digest, take home format? Take a look at our tip sheets on subjects like Effective Interviewing, Networking and Preparing for Graduate School.

[Events](#)

Would you like a chance to interact with prospective employers and expand your networking circle? The Career Centre offers a number of events that help you brush shoulders with professional and experts from all fields. Attend the Get Experience Fair, Get Hired Fair, Professionals School Fair and Summer Job Fair. Practice putting those networking skills to use and land yourself a job! Check out the events and workshops section of the Career Learning Network to find out what is happening on Campus.

www.clnx.utoronto.ca/home

[Extern Job Shadowing Program](#)

Are you still curious about what career path is best for you? Would you like a chance to experience working in an industry to find out if it's really the path for you? The Extern Job Shadowing Program can help. This job-shadowing program grants you a one-to-five day placement in a career of your choice. Go to the Career Learning Network to register for the workshops that will help you to prepare for your placement. To register go to: www.clnx.utoronto.ca and then go to workshops and events to see when the next workshop is happening.

[Talk to Professors](#)

Connecting with our professors can be a great way to explore the different paths a major can lead you to, as well as learn about possible opportunities for research, volunteer, or becoming a TA. Drop by during their office hours or request an appointment.

[Career Counselling](#)

Are you feeling lost, unsure and overwhelmed with finding out what career path you would like to choose? Or you've decided on a career or the type of job you want, but what are the next steps? Our career Counsellors are here to help. Book an appointment with one of our

UPDATED: JUNE 2019

professionals who can help you determines what paths you can take after graduation or how your area of study can relate to a career post-grad.

[Job Postings](#)

Are you graduating soon or a recent graduate? Sign up for the Graduating Students Employment Service (GES) or the Recent Graduate Employment Service (RGES). These services allow you to gain access to full-time job postings while your final year of study or access full-time job postings for up to two years after you graduate. To learn more, check out our Career Centre website.

Please feel free to come and visit us in Room 3094, South Building. You can also reach us by phone, 905-828-5451 or email at careers@utm.utoronto.ca.

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, languageintensive 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/>

UPDATED: JUNE 2019

ADDITIONAL WEB RESOURCES

- Canadian Centre of Policy Alternatives: <http://www.policyalternatives.ca>
- Canadian Political Science Association: <http://www.edac.ca/>
- Canadian Public Relations Society: <http://www.cprs.ca>
- Institute for Research on Public Policy: <http://www.irpp.org>
- Public Service Commission of Canada: <http://www.jobs-emplois.gc.ca/>