



Career Exploration for International Students

**February 2, 2005
12:00 – 2:00 p.m.
Student Centre Boardroom**

**Sponsored by the UTM Career Centre
Room SE 3094. Tel: (905) 828-5451
www.utm.utoronto.ca/careers**

Panelists

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Ms. Hiroshani Samarasinghe	Accounts Representative, Securities Valuation Co.
Ms. Zun Lei Phyu	Student 4 th year Commerce Program, UTM
Ms. Neha Pathak	Student 4 th year Commerce Program, UTM

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OVERVIEW

Many international students want to find part time and/or summer work during university. While some may seek employment because of financial need, other goals are often involved. Obtaining career-related Canadian work experience that can be included on a resume, understanding the Canadian work environment, and simply having the opportunity to gain any kind of work experience are some of these other goals. Some international students may also want to secure work in Canada following graduation because they see Canadian experience as making them more competitive upon return to their home country or because they wish to remain in Canada.

Because international students are deemed to be in Canada primarily to complete their university studies, government regulations limit the opportunities to gain work experience, especially paid work experience off campus. At present, a number of groups are working to broaden these opportunities for international students (see the sections on Emerging Trends and Venue for Bringing about a Change). There are, however, many opportunities at UTM for international students to engage in career development, identify career goals and indeed develop the skills that employers seek. The earlier a student begins to participate in these opportunities, the more time s/he will have to gain the necessary knowledge, skills, experience and contacts. There is no doubt that international students face additional challenges in their career development during and following university; today's panelists will attest to that. However, they will also demonstrate the paths they have taken to find experiences that helped them be more knowledgeable about their career field and to demonstrate skills that make them marketable to employers, whether in Canada or internationally.

In this package we will take a brief look at official rules and regulations governing the status of international students. The focal point, however, will be to identify and describe the resources that students can use throughout their years in university. We will also concentrate on resources available within the Career Centre and the techniques to profit the most from those existing resources.

LEGAL FRAMEWORK

Study Permit

According to Citizenship and Immigration Canada, students from other countries wishing to pursue their education in a Canadian institution need to obtain a study permit. The permit grants them access

to study in the country until they graduate from the educational institution.

The Study permit states certain conditions including:

- The duration of your stay in Canada
- The institution of education
- The level at which you can study
- The program within which you can study
- The date by which you must leave the country
- And, most importantly if you are permitted to work on-campus within your institution.

Students who need to renew their study permit should do so at least 30 days before their permit expires. If the permit expires while a student has applied for renewal and is awaiting a decision, the student can continue their education until a decision has been taken. However, it is important to note that once your permit expires and you haven't complied with any condition, the student will be required to leave the country. Generally, students who wish to study within Canada for a period of 3 months or less are not required to obtain a Study Permit.

Temporary Resident Visa

In addition, students from a select range of countries are required to obtain Temporary Resident Visas (TRV). The TRV is required for students from these selected countries to reside in Canada for their temporary stay and also states the number of entries they can make into the country. A listing of the countries that require TRVs, can be obtained from the Government of Canada website.

Work Permit upon Graduation

On completion of university education, international students are permitted to work *in their area of study* for a period of one year.

After graduation (graduation is taken as the date on which grades are received by the Office of the Registrar, not the date of the graduation ceremony) students have a 90-day period within which to apply for a Work Permit. Students should have a valid Study Permit when applying for the Work Permit. In the event that the Study Permit expires before obtaining the Work Permit, the student can apply for an extension to the Study Permit. Students will not be charged the normal processing fees that are typically incurred when applying for a Work Permit.

All this information and more can be verified on the official website of the Government of Canada at www.cic.gc.ca/.

A word of advice: *Don't wait to apply for a Work Permit before you begin looking for work. Students are advised to begin an active work search in the fall of their graduating year.*

HOW TO FIND WORK IN CANADA

Finding Paid Work during University

➤ **On-Campus Job Opportunities**

Landing a job while in university can provide valuable skills and experience that can assist in finding work after graduation. While it's great to find work that is directly related to your career goals or your academic program, this can be very difficult and isn't necessary. Employers of most university graduates seek a set of common skills, called **transferable or "soft" skills**. Some of the most sought after of these skills include interpersonal or team work skills (the ability to get along with others, work together towards common goals), project and time management skills (managing your own time effectively, working with others to deliver projects on time and within budget, being able to organize complex tasks), communication skills (presentation, verbal and written), flexibility and adaptability (the ability to adapt quickly to new circumstances, new demands) and a strong work ethic (every employer wants employees who are prepared and put in the extra effort to do outstanding work). Leadership skills are also highly desirable and can be developed through many on-campus opportunities.

As stated earlier, the most common place to look for a job is on campus – this includes all 3 U of T campuses. Students are not just limited to opportunities available at the UTM campus.

The first step to find a job would be to register with the Career Centre. Registering online would give students access to the Centre's job database, which is web-based. It is important to note, however, that not all job postings are listed with the Career Centre.

The next best means then to find a job would be to network directly with the services available on campus. Check out the Career Centre website for a list of departments on campus that hire at <http://www.utm.utoronto.ca/careers> in the *Finding Work* section. This list includes information about how and when student staff are recruited. More information can be found on the *International Student: Working in Canada* tip sheet.

Tip: *Don't wait until September to apply for part-time work. Check out this list now and see who starts hiring in the spring. Keep an eye on the part-time and summer job postings throughout the year.*

Finding Work after University

As mentioned earlier, international students are permitted to work in Canada for a year upon graduation from their program of study. This is allowed in order that they may gain work experience to enter the job markets in their home countries or if they intend to change status and remain in Canada. However, students must be engaged in full time studies at the university, and they must have a job offer from an employer for work related to their studies.

Finding a job upon graduation can prove to be a challenging task not just for international students but for many others as well. Canadian students have an advantage in the fact that they can work within the country without the legal limitations (e.g. international students can only work for one year following graduation). The result is that most organizations prefer Canadian students over international students simply because the employer can keep them on staff. If these very same organizations hire international students, they will likely lose them after a year. This entails huge losses in terms of investment in training and hiring the student.

On the other hand, international graduates may bring highly sought after skills due to their additional soft skills of multiple languages and cultural understanding of people and customs in other countries. This might be particularly true for Canadian companies seeking to break into particular international markets or for international companies seeking staff who can work in offices both in Canada and other countries. There are graduates who have been successful in the past, as you will see from today's panel. It's a matter of marketing yourself in the right manner—understanding what advantages you, as an individual international student, possess for a particular employer.

Home Country Employment is another service available through the Career Centre. Students can perform a search through their Career Centre accounts for employment opportunities available in their home countries after graduation. Previous job listings include positions in locations such as Hong Kong, Taiwan and USA. Examples of previous Home Country postings include:

- Management Trainee Programme, Cathay Pacific Airways
- Accountant/Tax Consultant, KPMG Hong Kong
- Analyst, Goldman Sachs (Asia)
- Graduate Associates, Standard Chartered Bank
- Microbiologist, Armstrong Pharmaceuticals
- Plant Chemists, PPG Industries

CAREER DEVELOPMENT: Exploring Career Options and Gaining Marketable Skills

Paid work is not the only way to learn more about your career options, and gain marketable skills and contacts.

- **On-campus involvement** – Student government (ECSU, SAC), student clubs (academic or social), Residence, Student Services (e.g. True Blue Leadership Series) and academic departments all provide opportunities for on-campus involvement. Through these, you can gain experience, network with students of similar academic backgrounds and career interests, develop soft skills and contribute to the campus. This in turn could open doors for students to work in leadership roles within these same organizations. Moving into leadership positions (elected or volunteer, e.g. SAC mentorship) provides additional skill development opportunities. Many employers look for candidates who have a solid history of extra-curricular involvements on campus. Clubs are listed at : www.utm.utoronto.ca
Clubs and academic departments often feature career-related events and speakers. Make sure you attend and network with the speakers.
- **Internships Courses** – An increasing number of internship credit courses are now available at UTM. Typically, students go to an organization off-campus to work ½-1 day per week. Management, Forensics, CCIT, Exceptionality in Human Learning, Teaching, Environment, Biology, Biotechnology, GIS, Computer Science, Math & Statistics all have internship courses. For more information go to www.utm.utoronto.ca/intern.html
- **Networking** – Network with professionals at Speakers' Series, employer information events and club events in order to gather more information about different organizations and working environments. Join a relevant professional association off-campus (many have student memberships) and attend their events for other networking opportunities. If appropriate, offer to volunteer for the association.

Networking with professionals is an on-going process. It does not have to be limited to special events or sessions. Networking within the community can be just as important, if not more useful. Another way to network off-campus that is particularly relevant for international students is to seek out other members of your own cultural or ethnic group or join a local branch of your religious

institution. There are several advantages in such networking. The most obvious is the ease or comfort level that exists with meeting people from similar backgrounds. In addition, the fact remains that such professionals have likely had similar experiences and may be willing to understand students' individual situations and help them in this regards.

When you choose academic course projects, you might think about the networking possibilities inherent in certain projects or topics. If you can incorporate research about a particular organization, or arrange an interview with an organizational representative, or research a trend within your career field—these are all ways to gain more expertise about your career and potential employers.

Not sure how to network? Attend the Networking Workshop offered by the UTM Career Centre.

- **Research Opportunity Program (ROP)** - The aim of the Research Opportunity Program (ROP) is to allow students to gain a full course credit by participating in a faculty member's research project. ROP is open to second year students who have completed 4 credits but not more than 9. Students interested in venturing into research related fields should apply to this program. The program runs as a normal course would for the entire year and students are required to dedicate around 8 – 10 hours a week. Some courses that have projects in the current year include Biology, Chemistry & Physical Science, Anthropology, Management, Psychology and Sociology. For further information on ROP including deadlines and departments that offer the course, visit the UTM website at www.utm.utoronto.ca/research/rop or contact the ROP Coordinator at the Office of the Dean, Room 3125, South Building. *Please note:* the deadline for application is typically in March.
- **4th year research courses.** If you have the option of a fourth year research project, consider it as an opportunity to develop greater expertise, related experience and contacts within the field. Try to attend a related conference (often there are student registrations or maybe even do a poster presentation).
- **Career Centre Services & Resources** – make use of the extensive resources available on line and in print at the UTM Career Centre. Use the services available (more information below).

- **Volunteer Opportunities** – International students can also build experience by taking up volunteer positions. According to the legal framework of Canada, these volunteer positions can only be held in connection with a not-for-profit cause. This can be either a not-for-profit organizations or within a commercial associations as long as the activity involves a charitable cause. For instance, a student can volunteer within a financial institution for a Food Drive or some other charitable cause. A Volunteer Fair is also held on campus each year, so you can find out about a range of on and off campus volunteer positions. Here is an instance of a sample volunteer position.

Corporate Fund Raising Committee Member

The Heart and Stroke Foundation of Canada

This person will become a member of the fund raising committee and assist the chairs. Responsibilities will include the following:

- Organize and plan fundraising events
- Create effective marketing strategies to attract corporate participants
- Ensure that our participants have a positive experience with our programs
- Obtain corporate sponsors for our events and solicit for product donations
- Assist on event day
- Create a positive image of the HSFO and the North York Chapter within the local business community

Requirements: The ideal candidate will have a background in business, marketing, networking, fundraising or promotion and an interest in raising awareness of heart disease and stroke. Strong written and oral communication skills, networking abilities and organizational skills are a must. If you are an individual with high enthusiasm and energy, this position is an excellent opportunity for you to gain important work experience, acquire new skills, and expand your network while helping the HSFO raise critical funds to fight heart disease and stroke.

Discipline: Arts, Science, Commerce/Business, Economics, Health Sciences, Social Sciences

Students can also volunteer on-campus within different departments (e.g. science labs) to gain experience. Check the listings via the Career Centre Online and visit individual departments to check for available volunteer positions.

- **Paid Internships after Graduation** - Another option available is applying for paid Internship positions *after* graduation through *Career Edge*. Career Edge provides young graduates with an opportunity to gain essential work experience wanted by employers. Besides, another advantage is that these internship positions are

paid, which seems like a more lucrative deal. The internship positions run for a period of 6, 9 or 12 months. International students applying for these internships through Career Edge would have to employ similar means of securing the positions as they would in applying for any other job opportunity.

- **Work Abroad** – travel overseas to gain addition international experience. Target countries where your skills may be particularly valuable or where your living and working in that country may make you more valuable in your career field. Make sure to check out visa requirements.

The International Student Centre operates the ‘*gogoglobal listserv*’ that provides students with information about work, study and travel abroad. They also organize events that may be of interest to international students and those interested in working abroad.

A number of other agencies exist that are open to international students to assist them in finding work abroad, some of which are:

Organization	Website	Description
AIESEC International	www.aiesec.org	Spanning 800 universities in 89 countries, the organization provides students with an opportunity to discover and develop their potential.
Overseas Jobs	www.overseasjobs.com	Features overseas job opportunities for professional, expatriates and adventure seekers.
SWAP-Student Work Abroad Program	www.swap.ca	A great way to learn more about the world outside Canada while covering travel and living costs. Caution: Only International students with passports from the EU countries can apply.
Youth Challenge International	www.yci.org	Youth Challenge International builds the skills, experience and confidence of young people and communities to effect positive social change.

Further information on Work Abroad can be obtained at the UTM Career Centre, the International Student Centre office as well as the Work Abroad Panel Package available on the UTM Career Centre website at <http://www.utm.utoronto.ca/careers/careerinfo.html>.

CAREER CENTRE SERVICES & RESOURCES

Students can turn to the Career Centre to provide them with help in developing their career paths. The Career Centre is also the best place to research different career possibilities.

Career Counselling and Job Coach

The Career Centre has skilled Career Counsellors available to help students explore career options and develop an effective work search plan. 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. Call 905-828-5451 or visit SE3094.

The Career Centre also has a professional Job Coach to assist students once they have identified their job targets. The Job Coach runs the 5 week “Work It” job search program and also meets with students on an individual basis. Visit the Career Centre website to view *Coach’s Corner*, a new feature written by the Job Coach..

Career Assistants

Come into the Career Centre and let one of the Career Assistants help you find resources to answer career related questions!

Workshops

Explore career options and learn effective job search skills by attending the many workshops provided by the Career Centre. *How to Find Part-Time Work* will be particularly useful for international students as it helps students understand the different ways to find part time work. Other job search workshops include: Networking; Resume and Cover Letter; Online Applications; Effective Interviews; Summer Job Search; Graduating Work Search; Now That I'm Graduating, What's Next?,

Career Planning workshops include Explore Your Career Options, What Can I Do With A Degree in... and Breaking into a Career in Science.

Resume Critiques

Get feedback on your resume or cover letter by attending an individual 30 minute critique session. Sign up is drop-in, first-come, first-served on the day of the critique. Dates and times are listed on the Career Centre web site

Extern Program

The Extern Program is a career exploration program through the Career Centre that offers you the opportunity to meet with people working in your preferred career area for placements of one to five days. You will be able to gather information that can help you to make some choices about your future. In a typical year, sponsors are found for over 500 students in a wide variety of careers in a diverse range of industries. The potential Extern activities include:

- Shadowing your sponsor in your career area of choice in his/her daily routines
- Observing the work environment and attending meetings
- Discovering the positive and negative aspects of a career choice
- Determining the skills, education and lifestyle associated with this career area

Certain career areas such as Management Consulting, CA Firms, Investment Banking, Psychology, Psychiatry, and software development are exempt from the program due to confidentiality issues. However, the program has managed to find placements for accountants in other industries.

The Extern Program is held twice in a year, during Reading Week (in February) and the week following final examinations (in May). For further information on the Extern Program, visit the UTM Career Centre website. Applications for the May 2005 program are due February 25, 2005 and can be picked up from a Career Assistant in the Career Centre.

UTM Alumni Mentorship Program

The Alumni Office and Career Centre at UTM offers students an opportunity to learn from the experts. Insight and advice from alumni in your field can be an invaluable source of information and inspiration as you make your next transition. Mentors are committed to passing along the practical wisdom they've gained from real-world experience. They can act as sources of support, provide knowledgeable feedback, and suggest ways to develop the skills you need to be successful in your career.

Motivated students in their 3rd or 4th year are paired with alumni in their career field. Following an initial reception, students set regular meetings with their mentors (at least three times during the academic year). In between meetings, mentorees follow up on mentors' suggestions and referrals and keep in touch through e-mail and/or phone calls. Applications are usually due in September every year. More information is available at <http://www.utm.utoronto.ca/careers/mentor.html>

Fairs & Events

Career Expo – Career Expo, held each year in late October, is a great way to network with professionals from a wide array of organizations. Find out about the range of opportunities available in these organizations and learn what skills, experience and education are required for success.

Volunteer Fair – Speak with representatives of many on-campus and off-campus organizations and get information about current volunteer opportunities. Volunteering is a good way to gain experience, develop your skills and make contacts - and it looks great on a resume. The fair is usually held in the last week of September.

Internship Fair – The fair is held once a year, usually during the first week in February. Learn about opportunities to gain hands on experience and make contacts in your field in Canada and overseas.

Other Events - Professional Schools Fair (early October); Teaching & Education Fair (early October); Summer Job Fair (January); Career Panels (usually January-February); and Employer Information Sessions.

Career Resource Library - Print & Media Resources

What Can I do with my Degree in....? – These print resources provide information on different career opportunities within a specified program/degree. These books can be used as a starting point to generate a list of career options available for students in any given program.

NOC Binders – These career binders provide information on specific occupations. Other information that can be found in these binders includes education needed, emerging trends and sample postings.

Networking Binder – This binder contains information that allows you to arrange information interviews with career professionals.

Employer Directories – Research potential employers using print resources such as the Canadian Student Employment Guide, Mississauga Business Directory, Canada's Top 100 Employers and many more.

Tip Sheets – The Career Centre also has a comprehensive list of tip sheets available. These tip sheets, as the name suggests, provide quick “tips” on different areas of the career development. Some key handouts that may be of interest to international students include: International Students: Working on Campus, Effective Networking, Information Interviewing, Employer Information Sessions, and Resume and Cover Letters.

Video Centre – The Career Centre videotapes all career panels and makes these available to students for viewing within the Career Centre. Videos include careers in: Finance; Writing & Communication; Marketing and many others. The video centre also contains videos on different work search panels including Working Abroad and Effective Interviews.

Career Centre - Web Resources **www.utm.utoronto.ca/careers**

Careers by Majors – provides vital information on careers by different majors such as Accounting, Biology, CCIT, Finance and Art & Art History. Click on “Career Info”.

Panel Packages – Information packages on different career areas from previous panel packages are available. Click on “Career Info”.

Finding Work on Campus - Learn how to find work on campus and links to related resources. Click on “Finding Work”.

Employer Directories – links to top online directories to locate region-wide organizations. Click on “Finding Work”.

And more - including sample resumes, internships, events, etc. Be sure to sign-up for our E-Mail Newsletter via the link on the home page.

Career Centre Online – creating an account with the Career Centre gives you access to the Centre’s job database (part-time, summer, volunteer - both on-campus and off-campus) through an online job search engine. To create an account visit the Career Centre website and register as a new user. It’s as simple as that and can be conveniently done from the comfort of your home. Please ask if you need help getting registered.

Career Centre - Other Electronic Resources

Career Cruising - an interactive electronic Canadian career guide, which is available for use in the Career Centre. Research updated information such as description, educational routes, growth trends, from a vast bank of careers is available.

OTHER SERVICES FOR INTERNATIONAL STUDENTS

The International Student Centre (ISC), located at the St. George campus, is your one-stop answer to most if not all of your questions. It offers lounges and meeting rooms for students and some student groups. Specialized services for international students are available. Also offered are events and activities for students with cross-cultural interests.

Come to ISC at 33 St. George St. and fill out a registration card. You will be entered into the ISC database, added to the ISC Listserv and you will receive the ISC Newsletter (by mail or electronically). If you have any questions about ISC, please contact them directly at (416) 978-2564 or visit their website at www.library.utoronto.ca/isc/

Ben Yang, the Centre's Director is involved in lobbying re employment opportunities for international students (see Venues for Change below).

EMERGING TRENDS re: International Students

Three provinces, Manitoba, New Brunswick and certain parts of Quebec (excluding Montreal and Quebec City) allow international students to obtain work permits to work off-campus in a bid to gain Canadian work experience. The Canadian Federation of Students has been lobbying the federal government for off-campus employment opportunities in other provinces for international students.

In other developments, the provinces of New Brunswick, Nova Scotia, Alberta and Saskatchewan have granted international students consent to extend their work permits for a second year after graduation subject to certain conditions.

◆ U of T's Submission to the Rae Review

The University of Toronto's submission to the Rae Review (reviewing the state of post-secondary education in Ontario) places some emphasis on improving the conditions of international students. It recognized the need to promote the welfare of international students, its commitment to continuing to offer an excellent quality of education to international students and its plans to increase the number of international students. Quoting the university's submission specifically with regard to international students:

International students: Currently, Ontario universities receive no operating funding for international students. Furthermore, concerted attempts to bring international students to Ontario

universities have been few, although this varies somewhat across the three spheres of university education. Again, considering the importance of exchange across nations and within international networks in the world of the 21st century, this policy demands reconsideration.

Emphasis is also given to increasing the number of international students accepted into graduate programs. Statistics suggest that international students comprise a substantial portion of the student body at the graduate levels. About 30 percent of new doctoral level students are international students. The proportion of international students is considerably smaller at the undergraduate level, with about 8.8 percent or 1,080 of first year students.

VENUES FOR BRINGING ABOUT A CHANGE

◆ Students' Administrative Council (SAC)

The Students' Administrative Council (SAC) is the student union on campus that represents the entire student body. SAC is committed to lobbying issues pertaining to international students. SAC proposes to petition the federal and provincial governments to allow international students to seek employment off-campus.

Another pressing issue that most students are concerned about is with regards to the increase in tuition costs. With the University's intention to switch over to deregulation, many international students will be affected by the change if brought into effect. SAC proposes to appeal the administration as well as the government to generate a tuition freeze.

For more information on SAC's role re International Student's, contact VP External, Sam Rahimi at external@sac.utoronto.ca or visit the SAC office located in the Student Centre.

◆ International Student Centre (ISC)

Mr. Ben Yang, the Director of the Centre, is involved in lobbying for allowing International students to obtain off-campus employment.

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◆ **The Canadian Bureau for International Education (CBIE)**

In other arenas, the Canadian Bureau for International Education (CBIE) is a non-government organization that comprises of 200 colleges, universities, schools and school boards. It is involved in policy development, research and providing public information. CBIE manages many important services for international students. According to the CBIE there are 155,000 international students studying in Canadian universities and colleges.

The CBIE has conducted a number of surveys among the international student populace across 16 universities and 20 colleges. The results of a recent survey indicated that about half of the students cited problems covering their costs. Ben Yang, Director of the International Student Centre, serves as the Chair of the Immigration Advisory Committee for CBIE.

For more information on CBIE and the policies they are involved in, visit their official website at www.cbie.ca.

SAMPLE CAREER DEVELOPMENT GUIDELINES: WHAT CAN YOU BE DOING?

Year 1

Be proactive!!! Take the initiative to get to know various services at UTM and UofT in general. Visit the Office of the Registrar and take a trip on the shuttle bus to visit the International Student Centre downtown.

Identify your general career path direction. Sign up for a Career Centre Online account and the email newsletter.

Research your desired career using Career Centre resources.
Talk with a Career Counsellor.

Get involved with clubs/ groups on campus. Attend events.



Year 2

Network with people on and off campus. Attend events.

Try to find a part time or summer job. Consider volunteering to gain experience. Build on your transferable skills and job search techniques.

Attend Career Centre Workshops. Get a resume critique. Attend Employer Information Sessions to get the feel of such events.

Participate in the Extern career exploration program.

Attend Career Centre panels and industry events.

Consider ROP courses.



Year 3

Attend recruiting events but make a more aggressive effort to stand out and market yourself with potential employers. Make sure you research the employer prior to the event.

Visit the Career Centre to sharpen your interview skills and develop an effective resume and cover letter. Have a practice interview.

Meet with the Job Coach to discuss your job targets. Develop a list of employers to target.

Join appropriate professional associations.



Year 4

Update your resume. Get additional critiques.

Attend Recruiting Sessions.

Apply for positions.

Network with Faculty members, previous contacts.

SAMPLE CAMPUS-WIDE PART-TIME & SUMMER PAID JOB POSTINGS

Position Title: Residence Don

Location: Residence Centre, UT Mississauga

Service: Part-Time

Description: - responsible for 25 – 35 residence students
- programming for students – social activities
- helping to make residence a comfortable living / learning environment

Requirements: - leadership skills
- good time management skills
- those who have lived in a residential setting will be given preference
- reliable, enthusiastic, responsible

Position Title: Student Technology Assistant

Location: UT Mississauga

Service: Part-Time

Description: Under the supervision of the Instructional Technology Liaison, UTM Library, the Student Technology Assistant will assist with the creation, modification, and testing of the UTM Library Instructional Technology web site (including online registration and withdrawal forms, workshop listings, pre-assessment forms, information and resource pages) and other duties as required.

Requirements: Solid web skills (e.g., web site design, XHTML, Dreamweaver, Javascript, and CSS), working experience with CGI (Perl), experience with FTP and UNIX, working knowledge of Windows, experience with Netscape and Internet Explorer and familiarity with Oracle databases an asset. Excellent English language skills, good teamwork and communication skills, and the ability to work independently and manage time effectively.

Position Title: Info Booth Staff

Location: Student Centre, UT Mississauga

Type: Part-Time

Description: Provide students and visitors with information and directions around the UTM campus; sell St. George shuttle bus tickets and sell Mississauga transit bus tickets.

Requirements: - Knowledge of on-campus organizations
- General knowledge of UTM policies
- Customer service oriented
- Flexible schedule and reliable

Position Title: Clerical/Administrative Assistant

Location: Admissions & Awards, St. George Campus

Type: Part-Time

Description: We are currently seeking several staff for temporary positions within Admissions and Awards. These positions may involve assessing applications, responding to enquiries, filing and/or data entry and clerical work.

Requirements: Strong analytical, communication, computer, interpersonal and organizational skills.

Position Title: Summer Undergraduate Research Program

Location: Banting & Best Research Institute, St. George Campus

Type: Summer

Description: This program offers an introduction into theoretical and investigative aspects of research for students interested in basic medical sciences.

Requirements: Open to Arts and Science students who have completed at least two years toward a B.Sc. Preference will be given to 3rd and 4th year students interested in a research career. Applicants should have a minimum B+ average.

PROFILES OF ALUMNI & GRADUATING STUDENTS

Zun Lei Phyu

Student, UTM

- Originally from Burma but moved to South Africa at the age of three.
- Used to moving around a lot and adapting to change which was a major reason for pursuing university education in Canada.
- Applied to the Commerce program at UTM.
- Initially wanted to venture into marketing or advertising.
- Decided to specialize in accounting and complete her CA after taking accounting courses at UTM.
- Currently in 4th and final year of university studies.
- Working as Residence Don on-campus residence.
- Attended several Employer Information Sessions in final year of studies and applied for after graduation jobs at many firms. Successfully landed a Staff Accountant's position at Ernst & Young.

Hasan Naqvi

Alumni, UTM

- Originally from Pakistan.
- Graduated from the Commerce program with a Bachelors of Commerce degree.
- Specialized in Accounting and Finance.

- Worked at the Career Centre while pursuing studies at UTM.
- Enrolled for a year at Ryerson University upon graduation from UTM and got an extension on the study permit.
- Currently employed for a law firm as a Junior Accountant.
- Applied for immigration status from Buffalo, which is under review.

Neha Pathak

Student, UTM

- Originally from New Delhi, India. Moved to Singapore while in Grade 9 and completed High School.
- Attended a Canadian Education fair and decided to pursue university at U of T. enrolled in the Commerce Program at UTM specializing in Marketing.
- Wanted to make the most of on-campus opportunities for International students and secured a job at the Residence office in first year of studies.
- Landed a job with the Career Centre as a Marketing Assistant and has been working with them for a little under 2 years.
- Currently in 4th and final year of studies.
- Actively involved in seeking work opportunities through the Graduating Student Employment Services. Aiming to secure a position within the Management Consulting industry.