

Career Panel for Languages

Coordinated by the UTM Career Centre in partnership
with the Department of Language Studies

Guest Speakers:

Monika Sikorski, Ontario Public Service

Perry Gordon, Ontario Public Service

Selina Tang, Ontario Public Service

Yolanda Macarthur, Cst., Recruiter, RCMP

Hanadi Al Masri, Manager, Interpretive and Translation Services, Halton
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Corrado Paina, Executive Director, Italian Chamber of Commerce

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Sample Career Options for Students interested in Languages

There are many different career options available for students interested in Languages. 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 moved 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.

Note: This is not an exhaustive list as there are many other careers available. Many positions require additional education or experience.

Translating & Interpreting

- Interpreter*
- Certified Translator
- Certified Terminologist
- Certified Court Interpreter
- Sign Language Interpreter

Teaching/Education

- Elementary School Teacher*
- ESL Teacher*
- Language Instructor/Teacher
- International Student Advisor
- Coordinator, Programs Abroad
- International Education Assistant
- Research Assistant
- Professor

Business

- International Trade Officer
- International Business Analyst
- Bilingual Customer Service Specialist
- Market Research Analyst
- Conference Planner
- Marketing Manager
- Public Relations Officer
- Import/Export Coordinator
- Management Consultant
- Compliance Officer
- Hospitality Industry
- Travel Agent
- Flight Attendant
- Communication Specialist
- Technical Writer

Government/Non-Governmental Orgs.

- Foreign Services Officer
- Foreign Affairs Specialist
- Immigration Officer*
- Customs Officer
- International Development
- Political Aid*
- Community Worker

Note: career profiles for many of the above jobs are available in the Career Centre. Those marked with an asterisk(*) can be viewed using Career Cruising, a Canadian electronic career guide available in the Centre.

Alumni Career Profiles

The following is an excerpt from alumni career profiles listed on the UT Mississauga Career Centre web site. To read the complete profiles of these and other alum, visit www.utm.utoronto.ca/careers/alumni_profiles.html
More career profiles of UT Mississauga alum: www.utm.utoronto.ca/careers/alumni_profiles.html

Irene Alba-Kucma Profile

Degree: BA

Major: French and Spanish

Minor: Political Science

Irene Alba-Kucma has spent several years working in Event Management for various companies.

"The most successful position was for Coca-Cola as Event Planner for major European events, meetings, and the Olympic Games. I have also worked in the Hotel industry as Sales Manager for foreign markets," says Irene, who has now taken some time off work since she is expecting her first child.

Irene, who has post-graduate training in meeting and convention planning, found that she had to start from the bottom of the ladder in most companies and work her way up. She says her strong language skills were her biggest asset on the way up. In addition she counts organizational, leadership, and team-working skills as crucial for success in her field.

If Irene could do anything differently, she would have added background education in finance, commerce, or law.

"For my specific career path, I developed my language skills. Definitely consider integrating a finance course to broaden your chances of attaining senior positions in a company," she says.

Exploring Career Options in Languages

In addition to finding information online or in print, it is important to explore career options by talking with people in the field. The UT Mississauga Career Centre offers a number of programs, services and events to help you do this, including:

Extern Program

The Extern Job Shadowing Program provides students with the opportunity to explore a career area by visiting with professionals in the workplace. Extern Job Shadowing Program participants shadow their host, observing daily work activities, touring a number of departments, and meeting with staff to discuss the industry. <http://www.utm.utoronto.ca/careers/extern.html>

Career Connections Program

A partnership of the Career Centre and Office of Advancement, this program allows current students to make connections with UT Mississauga alumni working in the field of their choice to arrange an information interview. Information interviewing is not interviewing for a job, but rather a way for you to gain valuable insights into your career area of interest, that would otherwise be difficult to find in books or on the internet. The insights you gain will allow you to make more informed decisions, whether you are planning your career or looking for a job. For example, request to speak with:

- Associate Professor, Dept. of Languages, Wilfrid Laurier University
- Communications Coordinator, Cancer Care Ontario
- Border Services Officer, Canadian Border Services Agency
- Human Resources Generalist, Carlson Marketing Canada

For complete information, visit <http://www.utm.utoronto.ca/careers/connect.html>

Networking Events

Congratulations – by receiving this package, you have already attended one Networking Event. Keep an eye out for more events in the future, including additional networking events and career fairs.

Career Counselling

Make an appointment to speak one-to-one with one of our professional Career Counsellors. Appointments may be booked by visiting us in SE3094 or by calling 905-828-5451.

Gaining Relevant Experience

Start early by seeking relevant opportunities that will help you gain experience and develop the skills that employers want. Some possible ways to gain relevant experience include:

Part-time, summer and volunteer work in positions that allow you to develop and demonstrate marketable skills. These might include both technical skills and “soft” skills like teamwork, project management, leadership, report writing, and presentation skills. The Career Centre web site offers listings of part-time, summer and volunteer opportunities throughout the year at www.utm.utoronto.ca/careers.

Samples of previous listings on the Career Centre Online include:

- Bilingual Research Assistant, Rogers Publishing Inc.
- Language Assistant, University of Toronto
- French Tutor, Expert Tutors Inc.
- Marketing Assistant (German), Home Deco International
- Summer/Saturday School Instructor, T & Y Innovative Education Inc
- Bilingual Research Interviewer, Opinion Search Inc
- Foreign Language Subtitle Editors, SDI Media Canada Inc.
- English to French Translator, Allstate Insurance Company of Canada
- Notetaker French/German, University of Toronto Schools

Get involved in on-campus extra-curricular activities: Join on-campus clubs and community associations that demonstrate your commitment and enthusiasm for particular industries. On-campus clubs include: UTM Francophones (French Club), Italian Club of Erindale and the University of Toronto Mississauga Student’s Union (UTMSU). You can also use these opportunities to network with people in your career field. For example, as a club executive, you might organize a career event in partnership with the Career Centre and take on some of the responsibilities of contacting professionals to take part in such an event.

Attend relevant conferences that are being held in southern Ontario. Use these opportunities to increase your knowledge of the field, network with people working in the field and with potential employers. Volunteer to work at these conferences—it is a great (and cheap) way to meet a lot of people.

Consider the Research Opportunity Program (ROP). UTM’s ROP allows students in their second, third and fourth year to earn one full course credit by participating in a faculty member’s research project. Deadline for applications is usually mid-March.

Apply for a Work-Study opportunity on campus. This program provides eligible University of Toronto students with an opportunity to work on campus and gain valuable career and/or academic related experience. Positions are posted with the Career Centre every September. Past postings that might be of particular interest to languages students have included:

- Writing a Language Text Book Assistant - UTM Dept. of French, German & Italian
- Research Assistant, Dept. of French & Spanish, UofT

For more information, including eligibility requirements, visit www.utm.utoronto.ca/careers/work_study.html

Finding Work

Small Group Workshops

We offer a variety of workshops covering different phases in the career planning and work search process, including Now That I'm Graduating What Next, Learn to Network, Effective Interviews, and others. Check the Career Centre events calendar for upcoming workshops. We also offer sessions with information about applying for graduate and professional school, including Road to Grad School.

Employment Advisors

Our professional staff are available to assist you, whether in pre-booked one-to-one resume critiques or practice interviews. Drop by SE3094 or call 905-828-5451 for more information and to learn how we can help you get started.

Employment Services

The Career Centre offers online job postings for current students and for up to two years after graduation. Programs include: full-time work following graduation (Recent Graduates Employment Service); graduating year recruitment (Graduating Students Employment Service); Summer Employment; Part-time/Temporary; On-Campus; Ontario Work Study Program on-campus jobs; and Volunteer Listings.

For access to postings for current students, simply visit www.utm.utoronto.ca/careers and register online. Those seeking access to full-time listings (graduating year or recent graduates) must attend an orientation session prior to accessing listings. Please ask the Career Centre for details.

The following are samples of opportunities that have previously been listed on the Career Centre Online (samples have been edited for length):

Position Title: Bilingual Agency Accounts Examiner

Position Description:

RSA is one of the world's leading multinational insurance groups with almost 300 years of experience and over 20 million customers worldwide.

Our people are committed to building a dynamic internal culture where our people love what they do and feel motivated to keep things moving – for customers, for their colleagues and as part of their own growth and development.

In RSA, employing positive people is how we achieve success. You will be working in a flexible and dynamic environment that encourages you to do great work and to deliver memorable service to our customers. You will have the right tool to do a fulfilling job and maintain a life outside work. We believe your personality and passion will keep RSA and our customers moving.

At RSA we have a culture that supports and rewards high performance with a competitive reward policy for top performers. Our rewards package includes competitive compensation, work / life balance, opportunities to learn and the chance to make a difference working for a worldwide industry leader.

Position Overview

We are looking for a highly motivated individual to become part of the Sheridan Finance Team for a 6 month contract. The successful candidate will handle the Accounts Receivable functions associated with the Agency bill plan. The candidate will be responsible for providing our Customers and Brokers with answers to bill plan inquiries and offer solutions to billing and reconciliation issues in a timely, friendly and courteous manner. The successful candidate will possess strong analytical, problem solving and organizational skills.

Who you are

Your enthusiasm is infectious. You challenge the status quo. You find solutions to problems. You go the extra mile to exceed customers' expectations. You get things done the right way. You represent our brand with passion and pride. You are a team player. You have fun and you make work fun for those working around you.

What you will achieve in this role

- o Reconciliation of broker accounts including journals and cash allocation
- o Ensure accurate targets are being achieved through monitoring and actioning of various receivable reports, resolving issues related to unpaid balances and policy discrepancies and ensuring that all account balances are received by the due date.
- o Deliver awesome customer service to brokers, customers and colleagues.
- o Contribute to team success by consistently leveraging RSA best practices.
- o Achieve greatness through your awesome productivity.

What you bring to this role

- o Minimum 2–3 years insurance experience, preferably in a Finance or Receivables and Collections environment.
- o Strong time management, negotiation and problem solving skills.
- o Excellent verbal and written communication skills in both English and French.
- o Strong knowledge of Microsoft Word, Excel, Powerpoint, Lotus Notes.
- o HUON knowledge would be an asset.
- o Post secondary education in a related discipline.

Industry: Finance, Insurance, Real Estate

Discipline:

- French

Position Title: Marketing Intern

Position Description:

About The Canadian Institute

For 25 years, events produced by The Canadian Institute have provided the business intelligence that Canadian decision-makers need to respond to challenges here at home, and around the world. A unique organization, The Canadian Institute is staffed by industry specialists, lawyers and other professionals. The Canadian Institute operates as a think tank, monitoring trends and developments in all major industry sectors, the law, and public policy, with a view to providing information on the leading edge.

Marketing Fall/Winter Intern - Job Specifications

We have an immediate need for Marketing Fall/Winter Students to join our team. The students will learn the fundamentals of direct marketing, database mining and market analysis. They will be broadly exposed to various vertical sectors and learn how to effectively market to different market segments. Students will also learn how different market sectors are structured and how they respond to direct marketing initiatives and other marketing mediums.

The Canadian Institute produces "need to know" conferences that keep senior level business professionals on top of what is happening in their industries. Everyone who joins The Canadian Institute learns a lot about today's leading business issues in Canada and across the world.

DUTIES & RESPONSIBILITIES:

Assist in the development of Marketing Plans

- Market research, Market sizing, identify industry trends, tracking industry events, monitor the competition
- Detailed market analysis(analyze past reports and data, researching target markets, online

requesting system reports)

- Work with a database-writing in code to select target groups
- Research and source prospect leads
- Write copy for press releases and event advisories
- Assist in link building and extending market reach through social media channels
- Coordinate and post conferences to on-line calendar of events listings

Administrative functions:

- Database maintenance
- Organization of department resources
- Working closely with data for marketing initiatives-prepare and send out email broadcasts to target market
- Work with mailing house and the printer to coordinate mail and print dates for marketing team
- Source new prospect leads
- Proof read brochures and any other mailing pieces (i.e. Letters, inserts, postcards)
- Other various administrative duties as needed

Required and desired skills and background

The ideal candidate(s) must have the ability to multi-task and meet tight deadlines and have a strong attention to details. The incumbent must be highly motivated and proactive with strong organizational, analytical, project management, time management & communication skills. The successful candidate(s) will have a strong sense of urgency and must be very results oriented and solid research skills.

Excellent interpersonal skills and the ability to effectively communicate with and relate to all levels both within and outside the organization is a must. The Fall/Winter student(s) must be highly customer focused and be self-motivated with the ability to work effectively both independently and as part of a team. The ability to speak French is a definite asset.

Superior computer skills (including MS Word, advanced excel and power point) database experience preferred.

Excellent internet research abilities.

Discipline:

- ANY Discipline
- Arts
- French

Position Title: Communications Projects Coordinator

Position Description:

BASF Canada, a leader in the global markets of chemical manufacturing and distribution has an immediate opportunity for a contributing team player in Mississauga, Ontario for a

Bilingual Communications Projects Coordinator (temporary)

Reporting to the Communications Manager, the incumbent will preferably be bilingual with excellent communications skills in French and English, both oral and written. The individual will have knowledge in public, media, and internal communications and must have experience in the production of communications materials such as brochures, news releases, slide presentations and speeches. The ability to interface with employees at all levels globally is important.

Must be able to work with minimum supervision and must have high organizational skills. Must have advanced knowledge of MS office programs (Excel, Word, Powerpoint), photoshop technologies and other related computer technologies. Must understand and be able to assist with web-based communications activities.

The incumbent will be accountable to:

- Assist the communications manager to coordinate, administer, and organize employee and public events, projects, and activities such as, but not limited to, the development of 2011 employee calendar, internet and intranet content development, write articles for the eNewsletter, BASF Today, and other communication tools.
- Write and coordinate press releases, conduct interviews, develop content for printed materials.
- Develop attractive, highly visual PPT presentations for internal and external audiences

Position Title: Bi-lingual Deposit Administrator

Position Description:

The incumbent will be responsible for administering term deposits for MCAN Mortgage Corporation ("MCAN"). They will be expected to be bi-lingual in English and French, and will perform all functions specific to term deposits to ensure customer satisfaction. The ideal candidate will have an eye for detail, be self-motivated, take ownership and be flexible.

Key Responsibilities:

- Receive applications and enter into term deposits system
- Review applications for compliance with MCAN's Anti-Money Laundering and Terrorist Financing Policies
- Follow-up with brokers/clients where applications are non-compliant
- Reconcile cash deposits to deposit applications and follow up on discrepancies
- Balance daily transaction activity
- Respond to broker/client enquiries or problems
- Identify and recommend opportunities to make the deposit administration process more efficient
- Assist with cash management initiatives
- Manage deposit broker relationships
- Ensure that work in progress and completed work meets the established standards
- Provide regular updates and feedback to management
- Other duties as appropriate and required

Skills:

- Strong analytical and problem-solving skills
- Ability to make well reasoned logical business decisions
- Excellent oral and written communication skills
- Excellent data entry skills
- Ability to work under pressure and prioritize workload
- Excellent organizational skills and attention to details
- Good interpersonal skills
- Ability to work independently and as part of a team
- Capable to work with limited supervision
- Self-starter and fast learner
- Experience with Microsoft Office programs (Word, Excel)

Industry: Finance, Insurance, Real Estate
We sell Guaranteed Investments

Discipline:

- English
- French

Other Relevant Resources

Selected Web Sites:

Other associations include:

- [Canadian Association of Second Language Teachers](http://www.caslt.org/) <http://www.caslt.org/>
- [Canadian Translators, Terminologists and Interpreters Council](http://www.cttic.org/mission.asp) <http://www.cttic.org/mission.asp>
- [Literary Translators' Association of Canada](http://www.attlc-itac.org/) <http://www.attlc-itac.org/>
- [Canadian Institute of Travel Counsellors of Ontario](http://www.citc.ca/index.asp) <http://www.citc.ca/index.asp>
- [Canadian Tourism Commission](http://www.canadatourism.com/home) www.canadatourism.com/home

Sample of Career Centre Library Resources:

- Careers for Foreign Language Aficionados & Other Multilingual Types
- Great Jobs for Foreign Language Majors
- Opportunities in Foreign Language Careers
- Careers for Cultural Lovers and Other Artsy Types
- Careers for Writers and Others Who Have a Way With Words
- Great Jobs for Foreign Language Majors
- What can I do with my degree... (binder)
- Work Abroad Binder/Magazines
- Career Information Binders (NOC Codes 416, 512, 614)
- Career Cruising - Canadian Electronic Career Guide
- Careers in the Foreign Service (Video)
- Work and Volunteer Abroad Panel (Video)
- Work Abroad Tip Sheet
- Speech-Language Pathology Tip Sheet



Keep up-to-date with all the latest information about career fairs, industry panels, networking events and more.

Sign-up for the Career Centre's e-mail newsletter via our home page, add 'Jimmi C' as a friend on Facebook or follow 'jimmiutm' on Twitter!

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