

Resources and Services



UTM Career Centre website section for graduate students

Available at www.utm.utoronto.ca/careers/about-us/services-resources/resources/resources-graduate-students.

The screenshot shows a website page titled "Resources for Graduate Students". On the left is a navigation menu with the following items: "What's inside About Us", "A-Z Website Index", "Hours of Operation", "Our Mission", "Services & Resources", "Resources", "Resources for Graduate Students" (highlighted with a blue arrow), "Resources for International Students", "Resources for Students with Disabilities", "Resources for Parents and Families", "Resources for LGBTQ Students", and "Our Mascot Jimmi". The main content area has a breadcrumb trail: "Home > About Us > Services & Resources > Resources > Resources for Graduate Students". Below the breadcrumb is the title "Resources for Graduate Students" and a dark grey banner with the text "Welcome graduate students!". A circular icon with a sign that says "OPEN" is positioned to the left of a paragraph: "The UTM Career Centre has both in-person and online resources to give you an edge in developing and managing your career. Whether you plan on an academic path or a career outside of academia, review our offerings and services below or drop by in-person at DV3094 to learn more!". Below this paragraph is the text "Click the images below to link to their appropriate sections." and a grid of six colored boxes with icons and text: "Find your Focus" (dark blue box with a person icon), "Work with a Career Counsellor" (yellow box with a person icon), "Achieve your Career Goals" (red box with a target icon), "Careers in Academia" (teal box with a graduation cap icon), "Careers Outside of Academia" (black box with a person at a laptop icon), and "Mini Series Workshops" (light blue box with a person at a desk icon).

Career Centre workshops and events

All Career Centre workshops and events are open to students. Login to www.cln.utoronto.ca and click on "Events & Workshops Calendar" and then on "UTM Career Centre" to view what's coming up at UTM, or click on "St. George Career Exploration & Education" to see what's available downtown.

APPOINTMENTS		September 2017						
Events & Workshops Calendar		Sun	Mon	Tue	Wed	Thu	Fri	Sat
What's On		27	28	29	30	31	1	2
St George Career Exploration & Education					10aWorkshop - Now That I'm Graduating What's Next? 1:30pInformation Session - TELUS Pre-Approved CPA Program 2017 Open House (off-campus)			
UTSC Academic Advising & Career Centre		3	4	5	6	7	8	9
UTM Career Centre					2pWorkshop - Networking at Employer Events	2pWorkshop - Resume & Cover Letter	9aInformation Session - Deloitte Information Session	
UTSC AccessAbility Services						5:30pWorkshop - Now That I'm Graduating What's Next?	10aWorkshop - Now That I'm Graduating What's Next?	
Special Events		10	11	12	13	14	15	16
Tri-Campus Career Centre Listing			10aWorkshop - Now That I'm Graduating What's Next? 2pWorkshop - Resume & Cover Letter 5pNetworking Events & Panels - Emerging Accounting Professionals Conference	10aWorkshop - Effective Interviews 2pWorkshop - Career Exploration Part 2 5:30pInformation Session - TELUS Marketing Development Program Information Session (Toronto)	10aFair - Get Experience Fair 1pInformation Session - BCE Finance Grad Leadership Program Information Session and Job Posting	10aWorkshop - Now That I'm Graduating What's Next? 3pWorkshop - Learn to Network	2pWorkshop - Finding Part-Time Work	
Resources		17	18	19	20	21	22	23
Logout		11aFair - Experience Your Life Expo	10aWorkshop - Finding Part-Time Work 2pWorkshop - Now That I'm Graduating What's Next?	10aWorkshop - Now That I'm Graduating What's Next? 10aWorkshop - Job Search - International Students 3pWorkshop - Learn to Network	10aFair - Graduate and Professional Schools Fair 11aFair - Career Information Days (St. George Campus) 12pOther - In the Field - Walmart 3pNetworking Events & Panels - Law School	10aWorkshop - Career Exploration Part 2 11aFair - Career Information Days (St. George Campus) 12pOther - Career Centre Employer Pop Up Shop: Enterprise	10aWorkshop - Is Teaching In Your Future? 12pInformation Session - Deloitte Information Session 1pOther - LinkedIn Photo Day	8:30aInformation Session - Recruitment Conference (St. George Campus)

		HERE TO... Where? at Thrive Orientation 5:30pOutreach (By Invitation Only) - Mature & Transfer Students Orientation Reception						
	10	11	12	13	14	15	16	
		3pWorkshop - Know Your Skills 4pNon-Career Centre Events - Rogers Business Industry Night 5:30pInformation Sessions - Bell Information Session 8pNon-Career Centre Events - Halton Regional Police - Cadet Information Session	11aInformation Sessions - Mackenzie Information Session 12pInformation Sessions - Ernst & Young Information Session 12pGroup Advising - Career Chat Networking 1pInformation Sessions - Equitable Bank Information Session 3pInformation Sessions - McKinsey & Company Information Session 4pInformation Sessions - American Express - Information Session 5:30pInformation Sessions - Telus Information Session 6pInformation Sessions - Restaurant Brands International (Tim Hortons, Burger King) - Information Session 6:30pInformation Sessions - CAPCO Information Session	10aCareer Exploration - Career Exploration Orientation 12pWorkshop - Talking to Professionals 2pInformation Sessions - Scotiabank Information Session 4pInformation Sessions - Canadian Tire Information Session 4pNon-Career Centre Events - Rogers Digital Industry Night 4pWorkshop - Resume & Cover Letter 4pOutreach (By Invitation Only) - My First 8 Weeks Program - Finding Work, On-Campus and Research Opportunities 5pNon-Career Centre Events - RBC Info Session for Personal & Commercial Banking 5:30pInformation Sessions - Deloitte Consulting - Strategy & Operations Information Session	11:30aInformation Sessions - Capital One Information Session 12pEmbedded (By Invitation Only) - Music - Career Chat: Exploring Career Options 1:30pInformation Sessions - Ontario Securities Commission Information Session 2pWorkshop - Networking to Find Meaningful Work (Masters, PhDs & PDFs) 4pGroup Advising - Career Chat: Networking 4pInformation Sessions - AT Kearney 5pInformation Sessions - SunLife Financial Information Session	12pWorkshop - Own Your Interview 12:30pInformation Sessions - Esso / Imperial Oil Information Session 2:30pInformation Sessions - PricewaterhouseCoopers (PwC) Information Session 3pBackback to Briefcase (b2B) - b2B Networking Made Easy 4pInformation Sessions - Accenture Information Session 5pInformation Sessions - Ernst & Young Info Session	10aNon-Career Centre Events - Halton Regional Police - Cadet Information Session	
	17	18	19	20	21	22	23	
	11aNon-Career Centre Events - Experience Your Life	11aOutreach (By Invitation Only) - Geography (GGR493) - Your Internship, Your Career Career Exploration - Career Exploration Orientation 12pInformation Sessions - Traction on Demand Info Session 1pBackback to Briefcase (b2B) - b2B Networking Made Easy 2:30pInformation Sessions - Walmart Information Session 3pWorkshop - Finding Part-Time Work (On-Campus & Research) 3pInformation Sessions - Monopu Sheen Information Session	11aWorkshop - Talking to Professionals 12pEvents & Panels - Resume Outreach (By Invitation Only) - Faculty Job Search and CV 3:30pInformation Sessions - Shell Info Session 3:30pInformation Sessions - Wells Fargo Information Session 3pInformation Sessions - Manulife Information Session 3pInformation Sessions - Optimus SBR Information Session	11aFair - Career Information Days 2017 (CID) 11aInformation Sessions - Novartis Information Session 4pInformation Sessions - TD Market Risk & Model Development - Information Session - Case Competition 4pInformation Sessions - Home Depot - Information Session 5:30pInformation Sessions - Labatt Information Session 3pInformation Sessions - Vish Info Session 7:30pInformation Sessions -	11aFair - Career Information Days 2017 (CID) 12pInformation Sessions - Aviva Information Session 3pWorkshop - Job Search and the Labour Market (Masters, PhDs & PDFs) 3:30pInformation Sessions - The Estee Lauder Companies - Information Session 3pInformation Sessions - Pepsi Co Information Session 3pInformation Sessions - Irtact Information Session 5:30pInformation Sessions -	11aBackback to Briefcase (b2B) - b2B Networking Made Easy 11:30aWorkshop - Interview and Resume Workshop Hosted by Toronto Hydro 12pNon-Career Centre Events - Launchpad: Campus Resources for U of T Startups 12pEvents & Panels - Resume Blitz	9:30aInformation Sessions - Recruitment Conference 10aInformation Sessions - Tata Consultancy Services 10aInformation Sessions - Garmin 10aInformation Sessions - PCL 10aInformation Sessions - Capital One 11aInformation Sessions - Ceridian 11aInformation Sessions - Gold Corp 11aInformation Sessions - Baylis Medical Company	

Jobs on CLN

The Career Learning Network (CLN) has hundreds of job postings available to students. To access them, login to www.cln.utoronto.ca and click on “Jobs.”

Click on the type of jobs you wish to view, for example “Off-Campus Jobs.”

The screenshot shows the homepage of the University of Toronto Career Centre Job Board. The left sidebar contains a navigation menu with the following items: CLN Dashboard, Recruitment, Jobs, Welcome to the UoT Job Board, Off-Campus Jobs, On-Campus Jobs, Casual Job Board, Volunteer Postings, Work-Study, Programs, Appointments, Events & Workshops, Resources, and Logout. The 'Off-Campus Jobs' link is highlighted with a red box. The main content area features a large graphic with the text: 'casual off-campus volunteer internships work-study on-campus'. Below the graphic, there is a list of job types with a red arrow pointing to the first item:

- **Off-Campus Jobs:** These are paid positions posted by employers. [Click here to find out more.](#)
- **On-Campus Jobs:** These are paid positions posted by U of T faculty and staff. [Click here to find out more.](#)
- **Casual Jobs:** These are paid positions posted by individuals seeking to hire for work in their home. Work s
- **Volunteer Positions:** These are on and off-campus part-time and short-term unpaid opportunities that may

Search postings by keyword or by selecting “Search Off-Campus Job Postings.”

Note: This page also gives you information on the number of off-campus jobs you’ve shortlisted.

The screenshot shows the 'Off-Campus Job Postings' search page. The left sidebar contains a navigation menu with the following items: CLN Dashboard, Recruitment, Jobs, Welcome to the UoT Job Board, Off-Campus Jobs, Off Campus Jobs, Off-Campus Jobs, Documents, Off-Campus Job Applications, On-Campus Jobs, and Casual Job Board. The 'Off-Campus Jobs' link is highlighted with a red box. The main content area features a search bar with the text 'teach' and a 'Search' button. A red box highlights the search bar and the 'Search' button. To the right of the search bar is a link 'Search Off-Campus Job Postings' also highlighted with a red box. Below the search bar, there is a text box with the text: 'Students have access to full-time jobs at the end of their third year of undergraduate studies. Elig for Grads (UTSC)'. Below this text box, there are three buttons: '6 Applied To', '0 Shortlist', and '68 V'. A red arrow points to the '0 Shortlist' button.

While it is not required, you may search job postings by selecting one or more criteria. If you want to view all postings, skip this step.

Note: Don't apply too many filters the first time as this may heavily limit your options.

The screenshot shows the 'Advanced Search' interface. On the left is a dark blue sidebar with navigation links: CLN Dashboard, Recruitment, Jobs, Welcome to the UoIT Job Board, Off-Campus Jobs, Off-Campus Jobs, Documents, Off-Campus Job Applications, On-Campus Jobs, Casual Job Board, Volunteer Postings, Work-Study, Programs, Appointments, Events & Workshops, Resources, and Logout. The main content area is titled 'Advanced Search' and contains a 'Keyword Search' field, an 'Options' dropdown set to 'All of these words', and two sections: 'GENERAL SEARCH PARAMETERS' with 'Date Posted' and 'Application Deadline' fields, and 'Job Posting Information' with 'Job Type' and 'Occupation' dropdowns. Red arrows point to 'Part Time' in the Job Type dropdown and 'Education & Training' in the Occupation dropdown.

Scroll to the very bottom of the page and click on “Search Job Postings.”

This screenshot shows the bottom portion of the search interface. It features a dropdown menu labeled 'Community & Social Services' and a list of organization funding types: -All-, Government, Not for Profit, Private for Profit, Unknown, and Other. A red rectangular box highlights the 'Search Job Postings' button located at the bottom left of the page.

You will now see a list of job postings that match your criteria. Simply click on the job title to view the full job posting details.

Account / Jobs / Off-Campus Jobs / Off Campus Jobs

Search Results

Search Results

YOU SEARCHED FOR: Job Type like (Part Time) and Occupation like (Customer Service or Education & Training)

FILTERS: Match all criteria (AND) Match any of the criteria (OR)

-Keyword Search- Organization Job Type Is this a research opportunity? Contract or Permanent?

Apply Filters New Search Update Search Criteria Save My Search Results

TOTAL RESULTS: 133 DISPLAYING: 1 - 100

ID	Job Title	Organization	Position Type	Number of Openings	Location	Application Deadline
81969	Ontario Certified Teacher Primary Division	Tutor Doctor	Part Time	10	GTA North	Aug 17, 2016 11:59 PM
81983	Math tutor/ group incharge	Mississauga Math Skills Development Project	Part Time	2	GTA West	Aug 17, 2016 11:59 PM
81994	Tutor	Reingold Tutoring Inc	Part Time	15	GTA North	Aug 18, 2016 11:59 PM
82051	Program Development Coordinator	Boys & Girls Club of East Scarborough	Part Time	1	Toronto	Aug 18, 2016 11:59 PM
82055	High School General Science and Math Tutor Needed	Tutor Doctor	Part Time	5	GTA North	Aug 18, 2016 11:59 PM

Click on “Shortlist” if you want to save the posting to your account, in case you want to go back and review it or apply at a later time.

Note: The posting will be automatically removed when it expires, even if you shortlisted it.

HR - Operations Admin Assistant

Amazon - Mississauga

Full Time Immediate

HR - Operations Admin Assistant

Human Resources & Labour Relations

The Operations Administrative Assistant role provides support to the HR team and requires ability to work on the fulfillment center floor for up to ten hours per shift. Tasks include:

- Data entry in a variety of systems including Excel files, KNET, and other miscellaneous reports
- Copying and laminating forms and supplies, as needed
- Entering performance management data in Amazon and Temporary systems
- Print Amazon attendance counselings sent out by HR and organize with other counselings that need delivering so managers have one complete set of what they need to deliver.
- Filing and setting up new hire files
- Creating and updating orientation packets
- Scheduling calendar appointments for new manager orientation sessions and ensuring successful completion of orientation modules
- Generating various letters and distributing them to associates and/or managers
- Research associates counseling history as needed to confirm correct level for next counseling, dates of prior counselings, etc. or

Print

I intend to apply

Shortlist Not Interested

Back to Search Results New Search

TAGS

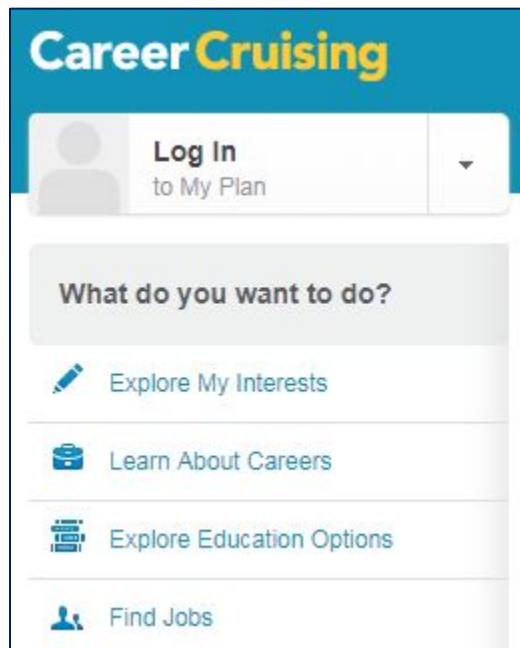
Deadline in 32 day(s) Viewed

Resources on CLN

The Career Learning Network has a variety of resources available to students. Login to www.cln.utoronto.ca and click on “Resources” to see resources such as:

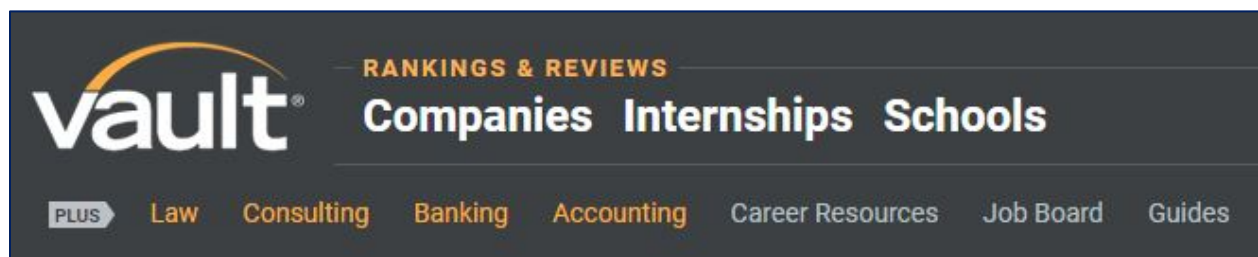
Career Cruising

Explore in-depth information on hundreds of occupations, explore your interests through career assessments, read valuable work search advice, and search for job postings.



Vault

Explore careers, read job search guides, compare industry rankings, search companies and internships.



In person services

The UTM Career Centre also offers a variety of in-person services to help you with career exploration, job search and more. Ask us more about:

Appointments

Career counselling: explore yourself and figure out what career options might work for you.

Employment strategy: determine a job search plan and receive ongoing coaching to keep you motivated and focused.

Mock interviews: refine those key interview skills and receive feedback for improvement.

Critiques: get help from one of our counsellors in effectively translating your academic experiences into a work search resume.

To book an appointment, simply call us at 905-828-5451 or drop by DV 3094.

Walk-in

There's a lot you can do at the UTM Career Centre without an appointment. Simply drop by to explore our career resource library or receive personalized assistance with exploring your career options, finding a job, improving your resume, and more.

GPS Program

This conference is eligible for GPS credit.