

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.

A screenshot of the UTM Career Centre website's "Resources for Graduate Students" page. The page has a light grey background and a dark blue navigation bar at the top with the breadcrumb "Home > About Us > Services & Resources > Resources > Resources for Graduate Students". On the left is a vertical sidebar menu with blue links: "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 features a dark grey banner with the text "Welcome graduate students!". Below this is a circular icon with a white "OPEN" sign. To the right of the icon is 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 the paragraph is the text "Click the images below to link to their appropriate sections." and a grid of six colored buttons with icons: "Find your Focus" (dark blue, person with magnifying glass), "Work with a Career Counsellor" (yellow, two people silhouettes), "Achieve your Career Goals" (red, target), "Careers in Academia" (teal, graduation cap), "Careers Outside of Academia" (black, person at laptop), and "Mini Series Workshops" (light blue, person at desk).

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.

APPPOINTMENTS

Events & Workshops Calendar

- What's On
- St George Career Exploration & Education
- UTSC Academic Advising & Career Centre
- UTM Career Centre**
- UTSC AccessAbility Services
- Special Events
- Tri-Campus Career Centre Listing
- Resources
- Logout

September 2017

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

Sun	Mon	Tue	Wed	Thu	Fri	Sat
10	11	12	13	14	15	16
	3p Workshop - Know Your Skills 4p Non-Career Centre Events - Rogers Business Industry Night 5:30p Information Sessions - Bell Information Session 6p Non-Career Centre Events - Halton Regional Police - Cadet Information Session	11a Information Sessions - Mackenzie Information Session 12p Information Sessions - Ernst & Young Information Session 12p Group Advising - Career Chat, Networking 1p Information Sessions - Equitable Bank Information Session 2p Information Sessions - McKinsey & Company Information Session 4p Information Sessions - American Express - Information Session 5:30p Information Sessions - Telus Information Session 6p Information Sessions - Restaurant Brands International (Tim Hortons, Burger King) - Information Session 6:30p Information Sessions - CAPCO Information Session	10a Career Exploration - Career Exploration Orientation 12p Workshop - Talking to Professionals 3p Information Sessions - SoSeabank Information Session 4p Information Sessions - Canadian Tire Information Session 4p Non-Career Centre Events - Rogers Digital Industry Night 4p Workshop - Resume & Cover Letter 4p Outreach (By Invitation Only) - My First 8 Weeks Program - Finding Work On-Campus and Research Opportunities 5p Non-Career Centre Events - RBC Info Session for Personal & Commercial Banking 5:30p Information Sessions - Deloitte Consulting - Strategy & Operations Information Session	11:30a Information Sessions - Capital One Information Session 12p Embedded (By Invitation Only) - Music - Career Chat, Exploring Career Options 1:30p Information Sessions - Ontario Securities Commission Information Session 2p Workshop - Networking to Find Meaningful Work (Masters, PhDs & PDFs) 4p Group Advising - Career Chat, Networking 5p Information Sessions - AT Kearney 6p Information Sessions - SunLife Financial Information Session	12p Workshop - Own Your Interview 12:30p Information Sessions - Esso / Imperial Oil Information Session 2:30p Information Sessions - PricewaterhouseCoopers (PwC) Information Session 3p Backback to Briefcase (b2B) - b2B Networking Made Easy 4p Information Sessions - Accutere Information Session 5p Information Sessions - Ernst & Young Info Session	10a Non-Career Centre Events - Halton Regional Police - Cadet Information Session
17	18	19	20	21	22	23
11a Non-Career Centre Events - Experience Your Life	11a Outreach (By Invitation Only) - Geography (GGR493) - Your Internship, Your Career Career Exploration - Career Exploration Orientation 12p Information Sessions - Traction on Demand Info Session 1p Backback to Briefcase (b2B) - b2B Networking Made Easy 2:30p Information Sessions - Walmart Information Session 3p Workshop - Finding Part-Time Work (On-Campus & Research) 3p Information Sessions - Monseau Shared Information	11a Workshop - Talking to Professionals 12p Events & Panels - Resume Bits Outreach (By Invitation Only) - Faculty Job Search and CV 3:30p Information Sessions - Shell Info Session 3:30p Information Sessions - Wells Fargo Information Session 5p Information Sessions - Manulife Information Session 5p Information Sessions - Optimus SBR Information Session	11a Fair - Career Information Days 2017 (CID) 11a Information Sessions - Novartis Information Session 4p Information Sessions - TD Market Resk & Model Development - Information Session - Case Competition 4p Information Sessions - Home Depot - Information Session 5:30p Information Sessions - Labatt Information Session 6p Information Sessions - Wish Info Session 7:30p Information Sessions -	11a Fair - Career Information Days 2017 (CID) 12p Information Sessions - Avira Information Session 2p Workshop - Job Search and the Labour Market (Masters, PhDs & PDFs) 3:30p Information Sessions - The Estee Lauder Companies - Information Session 5p Information Sessions - Pepsi Co Information Session 5p Information Sessions - Infact Information Session 6:30p Information Sessions -	11a Backback to Briefcase (b2B) - b2B Networking Made Easy 11:30a Workshop - Interview and Resume Workshop Hosted by Toronto Hydro 12p Non-Career Centre Events - Launchpad: Campus Resources for U of T Startups 12p Events & Panels - Resume Blitz	9:30a Information Sessions - Recruitment Conference 11a Information Sessions - Tata Consultancy Services 11a Information Sessions - Gamman 11a Information Sessions - PCL 11a Information Sessions - Capital One 11a Information Sessions - Ceridian 11a Information Sessions - Gold Corp 11a Information 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.”

SCREEN OPTIONS: Hide Menu YOU ARE HERE: MyAccount / Jobs / Welcome to the UoT Job Board

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
Logout

Welcome to the University of Toronto Career Centre Job Board

casual off-campus volunteer
internships work-study
on-campus

Here you will find summer, part-time and full-time positions from around the world.

- **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.

SCREEN OPTIONS: Hide Menu YOU ARE HERE: MyAccount / Jobs / Off-Campus Jobs / Off Campus Jobs

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
- Casual Job Board

Off-Campus Job Postings

Keyword Search
teach Search or Search Off-Campus Job Postings
(Click to Change Option)

Students have access to full-time jobs at the end of their third year of undergraduate studies. Elig for Grads (UTSC)

6 Applied To 0 Shortlist 68 V

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 a 'Jobs' menu. The main content area has a 'Keyword Search' field and an 'Options' dropdown set to 'All of these words'. Below this is the 'GENERAL SEARCH PARAMETERS' section with 'Date Posted' and 'Application Deadline' fields, each with a calendar icon. The 'Job Posting Information' section contains two dropdown menus. The 'Job Type' dropdown has 'Part Time' selected, indicated by a red arrow. The 'Occupation' dropdown has 'Customer Service' selected, also indicated by a red arrow.

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 for 'Community & Social Services' and a list of organization funding types: '-All-', 'Government', 'Not for Profit', 'Private for Profit', 'Unknown', and 'Other'. At the bottom left, a blue button labeled 'Search Job Postings' is highlighted with a red rectangular box.

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

Q 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
81989	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

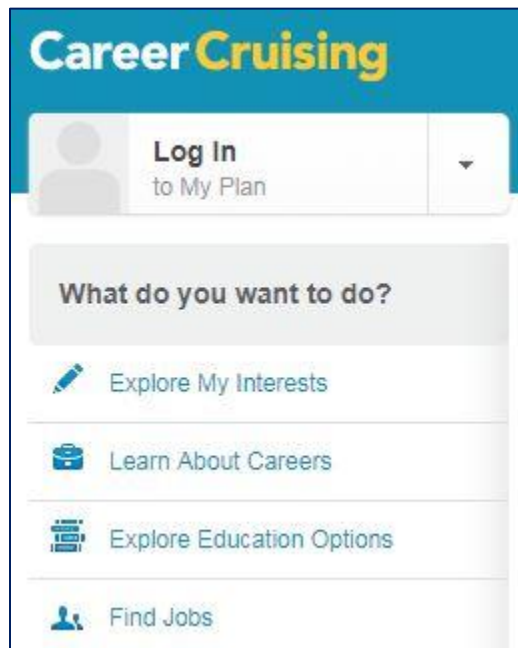
Deadline in 32 day(s) Viewed

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.