

## CAREER SERVICES

Tap into Kwantlen's Wealth of Talent!

### POST A JOB

Career Services has a fantastic on-line job posting system you can use to recruit students. [www.kwantlen.ca/careers](http://www.kwantlen.ca/careers) will guide you through the process.

What you get:

- a 30 day job posting
- access to student resumes presently over 2000 electronically on the Kwantlen only job posting system
- notification of your vacant jobs emailed directly to students and alumni who are registered with the system
- email notification to all faculty so they encourage their strong students and alumni to apply to your job vacancies

### ON CAMPUS RECRUITMENT

#### Information Sessions

We book space and assist promoting on campus information/recruitment sessions. Connect exclusively face-to-face with Kwantlen students and alumni.

#### Information Tables

Connect with students and alumni in high traffic locations on campuses.

#### Interview Rooms

We book rooms on campus to conduct interviews with Kwantlen students and alumni.

### CAREER DAY (ANNUALLY - MARCH)

An Excellent Way to Recruit Future Employees

Kwantlen's Career Day offers you access to hundreds of dedicated students looking for full-time, part-time, summer and co-op employment. Participating will give you the opportunity to:

- Promote your company's mission and values
- Recruit outstanding potential candidates
- Network with eager students from a variety of disciplines

#### Sponsorship Packages

To further enhance your recruiting opportunities, we offer various sponsorship packages that include both promotion and student recognition of your organization prior to the event days. <http://www.kwantlen.ca/careerday/exhibitors/packages.html>

Contact Us Today

604-599-3401 [careers@kwantlen.ca](mailto:careers@kwantlen.ca)

## CO-OP EDUCATION

### WHY HIRE A CO-OP STUDENT?

Hiring a co-op student is an opportunity to look at a potential employee for new or existing projects. Take a future employee for a test-run or enlist short-term business expertise when you need it.

### WHAT IS A CO-OP STUDENT LIKE?

Our students have a wealth of transferable skills, great energy and enthusiasm. Because of Kwantlen Polytechnic University's small class sizes, our students are not afraid to ask questions to get the job done quickly and efficiently. They have gone through an extensive selection process to qualify for the Co-op option. Co-op option program entry requirements call for a higher grade-point average, and job readiness is expected of them. Most of our co-op programs emphasize group work, presentation skills development, strong interpersonal relations, verbal communication and team skills development. As an added bonus, some students are multilingual.

### WHEN ARE THEY AVAILABLE?

Students are available for 4 or 8 month co-op terms. Typical start dates are January, May, and September each year.

### WHAT EXACTLY DOES AN EMPLOYER HAVE TO DO?

You are busy and don't have the time for a lot of extra paperwork, so we have kept the paper work to a minimum with only the following steps needed to hire a great source of new energy, enthusiasm and skills.

1. Provide a job description, detailing the nature of work and qualifications required, and e-mail it to us (we'll even help write it if your time is limited!)
2. Shortlist candidates you would like to interview (we'll set them up for you!)
3. Select your #1 choice (in 99% of cases you'll get your #1 choice!)

### WHAT ARE TYPICAL WAGES?

Typical wages for first year students range from \$10 to \$15 per hour and from \$12 to \$20 for second, third and fourth year students.

You can post the position online via  
[kwantlen.ca/coop/coop\\_form.html](http://kwantlen.ca/coop/coop_form.html)

## CO-OP PROGRAM MARKETING MANAGEMENT

Kwantlen's two-year **Marketing Management Diploma** provides students with a strong skill base in business fundamentals through course work in economics, marketing, accounting, organizational behaviour, communications and computing. The study of marketing concepts and consumer behaviour provide a solid foundation for students to build work relevant practical skills in advertising, marketing, planning, marketing research and personal selling.

Second-year students in particular will have highly developed computer skills with Excel, PowerPoint and MS Word. Because the program is project-based, many students have direct experience applying the skills they learn to real-life situations. In order to prepare people for the work environment, we emphasize group work, presentation skills, interpersonal relations, verbal communication and team skills. Real world project assignments and frequent guest speakers help keep our students knowledgeable about real-world needs.

### What can they do? Business roles such as:

- Special Projects: Producing marketing plans, feasibility studies, market research surveys, competitive studies, promotional plans, database marketing plans, sales lead generation plans and advertising programs.
- Sales Support Representative: Helping with brochure co-ordination, sales lead generation and qualifying, initiating publicity campaigns.
- Marketing Assistant
- Customer Service Representative
- Research Analyst

For more information, visit us on our web site at  
[http://www.kwantlen.ca/coop/mrkt\\_student.html](http://www.kwantlen.ca/coop/mrkt_student.html)

## ENVIRONMENTAL TECHNOLOGY PROTECTION

Communication skills are stressed in every course of the program, be it in report writing, oral presentations, conducting discussions or preparing visual aids using MS PowerPoint.



*Environmental Protection Technology diploma co-op students wearing their protective gear as they obtain practical, hands-on experience.*

For more information, visit us on our website at  
[http://www.kwantlen.ca/coop/ept\\_student.html](http://www.kwantlen.ca/coop/ept_student.html)

## CO-OP PROGRAM ENVIRONMENTAL TECHNOLOGY PROTECTION

Kwantlen's two year **Environmental Protection Technology diploma** is a two-year program designed to provide students with practical, hands-on experience suited to the needs of the environmental industry.

### WHAT OUR STUDENTS DO:

Our program is designed to give the students a broad base of knowledge, combining practical skills with a solid base of science. Our students can: sample wastewater, perform delicate chemical analyses, or interpret a new environmental regulation. Rather than forming specialists, the program's philosophy is to promote creative thinking and continuous learning to meet the needs of a constantly evolving workplace.

### AT HOME IN THE FIELD OR THE LAB...

In year one our students learn sampling skills for biological specimens and become proficient in basic chemical analysis techniques. They operate probes for pH, DO and salinity in field conditions, as well as GPS devices, decibel meters and water velocity meters. They are trained in the operation, calibration and maintenance of various soil, water and sediment sampling equipment, as well as specialized sensors used in contaminated sites or confined space work. They also know how to preserve samples and observe quality control protocols.

Students learn to interpret topographic maps and hydrographs in year one and are introduced to basic land surveying techniques, as well as soil and mineral identification. Ecological surveys and a thorough grounding in toxicology and safety (WHMIS, TDGA, NFPA 472, OSHA Contaminated Sites) complete these skills in year two.

### ...AND IN THE OFFICE

At the end of year one, our students have completed their courses in Communications, Computer Software, and Statistical Analysis. They are proficient in the use of the MS Office Suite and produce professional looking documents. In their second year they learn the basic concepts of safety audits, environmental audits and environmental management systems. They can perform solid waste audits and implement waste minimization and recycling programs.

## MARKETING MANAGEMENT



*"It is a real job, not just an apprenticeship and training. I had one day of training, and the next day I started working and was expected to perform. Employers demand results.*

*I was introduced as a Marketing Analyst. A&W's approach to co-op is to hire a student to fill a real business need. It's not a 'make work' project."*

Kim Nguyen, Marketing Management Diploma Graduate

## CO-OP PROGRAM BBA IN ENTREPRENEURIAL LEADERSHIP

Kwantlen's **Bachelor of Business Administration in Entrepreneurial Leadership** provides students with the broad practical skills required in operations where creativity and hard work are necessary for success.

With entrepreneurship and leadership as its focus, co-op students apply valuable employability skills in the areas of accounting, evaluating business performance, developing business plans, utilizing information technology, budget development, marketing research and promotion. Substantial parts of the program are project and group based. Many students therefore have direct experience applying the skills they learn to real-life situations.

### What can they do? Roles such as:

- Marketing Assistant
- Accounting Support Assistant
- Report & Research Associate
- Human Resources Assistant or Clerk
- Customer Service Representative
- Project Assistant

For more information, visit us on our web site at  
[http://www.kwantlen.ca/coop/bba\\_ent\\_student.html](http://www.kwantlen.ca/coop/bba_ent_student.html)

## BACHELOR OF TECHNOLOGY



*"I would recommend the CISO/BTech program at Kwantlen because of its value. All of the material that I learned was relevant and important for a career in the computing industry. Kwantlen is on top of new technology and integrates it into their courses. The program prepares you for a career in many different industries such as software engineering, networking, programming, as well as computer hardware support."*

Corey Steckler, Bachelor of Information Technology Degree Student

## CO-OP PROGRAM BACHELOR OF TECHNOLOGY

Kwantlen's **Bachelor of Technology Degree in Information Technology (BTech)** provides students with a balanced advanced education in computer systems, database systems, software development, computer programming, data communications and networking, business and management, liberal education, communications and personal skills. The BTech degree is a four-year program or can be completed in two-years where entrants have a two-year diploma or related IT work experience to qualify.

Students completing the BTech program graduate with relevant skills to make a difference in today's workplace as the program is continuously reviewed and designed with input from the industry. Our IT Advisory Committee consists of more than a dozen industry leaders who keep our program relevant to real world needs. As part of their learning experience, co-op students work in the industry for two four-month work terms.

### What can they do?

- Systems and Network Administration
- Systems Diagnosis and Configuration
- Information Systems Security Administration
- Web Applications Development
- Multimedia Applications Development
- Distributed Applications Development with Java and .NET
- Wireless Application Development
- Software Quality Assurance and Testing
- Data Warehouse Design and Development
- Human-Computer-Interface Design

For more information, visit us on our website at  
<http://www.kwantlen.ca/coop/btech.html>

## BBA IN ENTREPRENEURIAL LEADERSHIP



*"Working in Co-op has helped me put what I have learned in the classroom and apply it in a workplace setting. Seeing the results is very exciting. I feel that once I graduate, the transition from the classroom to the workplace will be much easier as I will have already experienced 8 months on the job in positions related to my studies. I have made a lot of professional contacts as a result of co-op and it is unlikely that I would have gained them without the Co-op program."*

Ryan Leung, BBA in Entrepreneurial Leadership Degree Student



## CO-OP PROGRAM BBA DEGREE IN HR RESOURCES MANAGEMENT

Kwantlen's **Bachelor of Business Administration Degree in Human Resources Management** is designed to prepare students to achieve the Certified Human Resources Professional (CHRP) designation and provides them with a broad skill set that allows for success in a range of Human Resources Professional roles.

Throughout their studies students gain practical skills in such areas as Human Relations in Organizations, Recruitment and Selection, Compensation and Benefits, Employee Development and Coaching, Employment Law, Occupational Health and Safety, Labour Relations, Organizational Development as well as a broader base of Business Management and Entrepreneurial Leadership skills including Finance, Accounting and Information Technology.

The BBA-Human Resource Management program's design was based on consultations with business leaders and specific reference to CHRP requirements. The program features such learning tools as case studies, learning partnerships with business and applied projects. As a result employers can be sure that our students have experience applying the skills they learn to real-life situations, are knowledgeable about the needs of the industry and are well prepared for success in the Human Resources Management field.

### What can they do?

Students in the co-op program will be well-prepared for support roles in the following areas:

- Recruitment and Staffing
- Compensation and Benefits
- Occupational Health and Safety
- Human Resources Assistant (general duties)

For more information, visit us on our web site at  
<http://www.kwantlen.ca/coop>

## COMPUTER INFORMATION SYSTEMS



*"Working as a Kwantlen Co-op student provided an opportunity to get to know the work environment before I made a commitment. I was able to apply my skills and knowledge and gain new skills in the area of data analysis and software development. My classroom and Co-op work experience prepared the foundation for a career in software engineering"*

Murphy Mathews, Computer Information Systems Diploma Graduate

## CO-OP PROGRAM COMPUTER INFORMATION SYSTEMS

Kwantlen's **Computer Information Systems (CISY) diploma** is a CIPS accredited two-year intensive program preparing students for entry-level positions in the computing profession. It provides graduates with diverse computing knowledge to meet the needs of organizations of all sizes.

Students completing the CISY program graduate with relevant skills to make a difference in today's workplace as the program is continuously reviewed and designed with input from industry. Our IT Advisory Committee consists of more than a dozen industry leaders who keep our program relevant to real world needs. As part of their learning experience, Co-op students work in the industry for two four-month work terms.

### What can they do?

- Help Desk, User/Technical Support, Systems Support
- Operating Systems and Networks Administration
- Software Applications Development
- Database Management Systems Administration
- Software Quality Assurance and Testing
- Web Page Design and Web Applications Development

For more information visit us on our web site at  
<http://www.kwantlen.ca/coop/cisy.html>

## BBA DEGREE IN HR RESOURCES MANAGEMENT



*"I know the BBA Human Resource Management degree at Kwantlen Polytechnic University is the right choice for me since it is providing me with the knowledge and skills I need to be successful in the HR profession. Because the instructors all have hands on HR experience, they are able to facilitate real-world, applicable learning through discussions, assignments and projects. The job search skills, work experiences and networking opportunities I am gaining by being part of the Co-op work program makes me confident and excited about my future as a Human Resource professional."*

Carolyn Shears, BBA in Human Resources Management Student

## CO-OP PROGRAM BBA DEGREE IN ACCOUNTING

The **Bachelor of Business Administration Degree in Accounting** satisfies the degree requirements all three professional accounting bodies:

- Certified General Accountants' Association
- Certified Management Accountants' Association
- Institute of Chartered Accountants.

Students not only gain a higher level of technical accounting skills but also a broader base of business management skills. Graduates will qualify for careers in financial analysis, auditing, taxation consulting, controllership, estate & financial planning, cost management, small business consulting, systems analysis, credit management and management consulting.

Our Advisory Committee consists of industry leaders who keep our program relevant to real-world needs. Many of our instructors maintain professional designations and concurrently operate successful businesses. For our students this means that relevant ideas and current business practices are brought into the classroom. Our students are not only well-prepared academically, but are also well-versed in business realities.

### What can they do?

- Bookkeeping
- Accounts payable
- Accounts receivable
- Payroll
- Reconciliations
- Month end financial reports
- Business plans development
- Auditing
- Personal/corporate taxes

For more information, visit us on our web site at  
[http://www.kwantlen.ca/coop/bba\\_acct\\_student.html](http://www.kwantlen.ca/coop/bba_acct_student.html)

## BBA DEGREE IN ACCOUNTING



*"Kwantlen's coop program has provided me with exposure to the business world and the opportunity to gain experience before graduation. Through my work term with VANOC, a dynamic and fast-growing organization, I have developed strong team skills and solid coordination skills by working closely with different people on various projects. I have also built up strong problem solving skills by tackling challenges and difficult tasks in my regular working routine. I believe the practical skills I have developed during my coop are valuable and prepare me for today's competitive work environment."*

Sylvia Wu, BBA in Accounting Degree Student