

GRADUATE STUDENTS

Archives

Database Design

Information Architecture

Knowledge Management

Librarianship

Policy Development

Records Management

Research

Hire Education

UNDERGRADUATE STUDENTS

Administration

Business Development

Communications

Curatorial Assistance

Editing & Writing

Educational Programming

Environmental Assessment

Event Coordination

Financial Services

Fundraising

Gallery & Museum Tours

Language Translation

Marketing & Sales

Policy Analysis

Project Management

Public Relations

Research

Statistical Analysis

Technical Writing

Urban Planning & GIS

Web & Multimedia Design



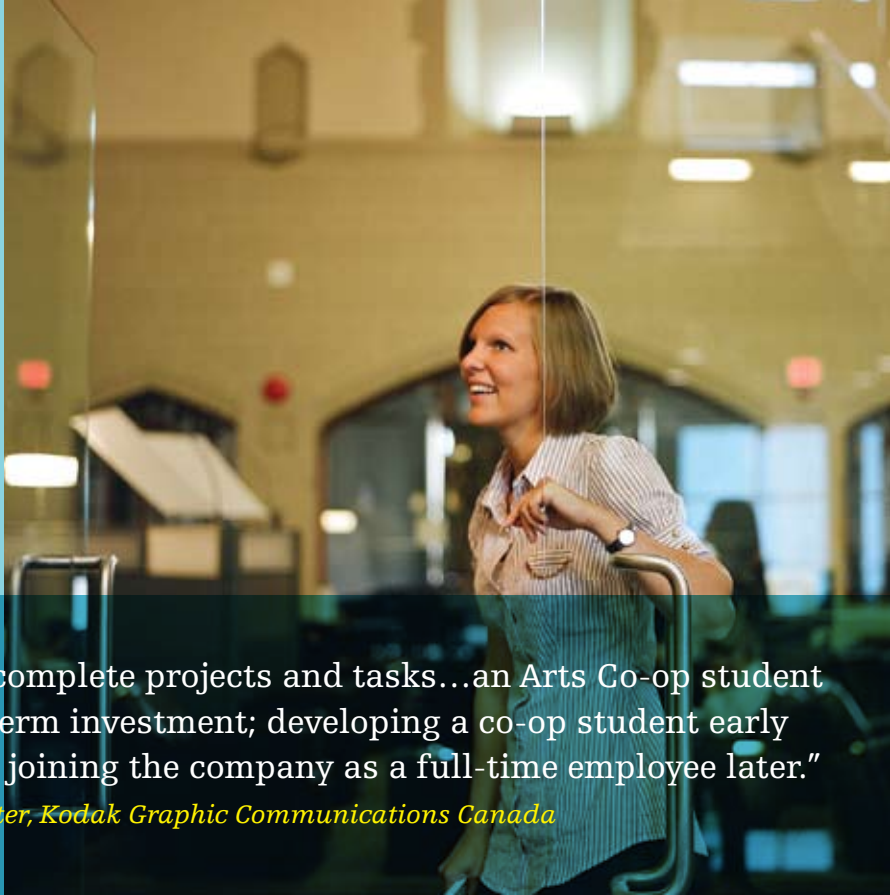
THE UNIVERSITY OF BRITISH COLUMBIA



UBC ARTS CO-OP
STRENGTHEN YOUR WORKFORCE
IN WAYS YOU NEVER IMAGINED

Connect to
new ideas
through
creative,
enthusiastic
employees





“Besides helping to complete projects and tasks...an Arts Co-op student can be a good long-term investment; developing a co-op student early on may lead to them joining the company as a full-time employee later.”

- Jill Ferrier, Technical Writer, Kodak Graphic Communications Canada

BENEFITS TO EMPLOYERS



CO-OP IS FLEXIBLE AND COST-EFFECTIVE Co-op is a great way to supplement your staff team for short-term opportunities or special projects. Our students are available for 4- or 8-month paid work terms beginning in May, September, and January each year.



ACCESS TOP CALIBRE CANDIDATES Students participating in co-op are chosen through a rigorous selection process based on their academic excellence, demonstrated initiative, career motivation, and leadership potential.



RECRUITMENT MADE EASY The Arts Co-op office supports you through the hiring process and during the work term to ensure candidates meet your expectations.

Technology-savvy,
cost-effective
employees
build a strong
organization





"Arts Co-op students' ability to think outside the box has resulted in new projects that have greatly benefited our organization."

- *Leslie Mauro, Canadian Gene Cure Foundation*

TWO PROGRAMS TO WORK FOR YOU

We link employers from all sectors of the economy to UBC's most outstanding Arts students for a mutually meaningful integration of work and learning.

SOCIAL SCIENCES, HUMANITIES, AND CREATIVE & PERFORMING ARTS

As the largest and most diverse faculty at UBC, Arts educates society's future leaders. Our students possess highly sought-after transferable skills necessary in today's global economy such as:

- Critical thinking & creative problem solving
- Research, analysis, & project management
- Cultural & historical awareness
- Leadership & teamwork
- Technology & computer skills
- Communication & writing

SCHOOL OF LIBRARY, ARCHIVAL, AND INFORMATION STUDIES (SLAIS)

SLAIS is a leader in educating information professionals, equipping them with the knowledge and understanding necessary to obtain and manage information in an increasingly complex world. SLAIS students offer specialized knowledge, hands-on practice, and technical expertise in areas such as:

- Archival work & records management
- Database design & search functionality
- Metadata creation & resource descriptions
- Indexing & classification
- Instruction, programming, & reference services
- Collection evaluation & needs assessment
- Research & analysis
- Web design & content development

UNDERGRADUATE CO-OP

GRADUATE CO-OP

98% of
employers
would
recommend
UBC Arts
Co-op





“What I truly value is how co-op students insert a necessary fresh professional perspective that allows our team and projects to be more innovative.”

- Pia Russell, Teaching & Learning Librarian, The University of Victoria Libraries

HOW TO HIRE

1.

CONTACT US

We start posting co-op jobs 2-4 months before the planned start date. To speak to a staff member about your hiring plans, contact the Arts Co-op office at 604-822-1529 or by email at arts.co-op@ubc.ca

2.

SEND US YOUR JOB POSTING

Send your job description via email and we will assist you in all aspects of the hiring process. To attract applicants, be sure to outline information about your organization, position responsibilities, and skills required for successful candidates.

3.

REVIEW APPLICATIONS

After your job closes, we will send you an application package via email. Fax or courier options are also available.

4.

INTERVIEW OUR STUDENTS

After screening applications, select the candidates you wish to interview and contact us to arrange a convenient date, time, and location for the interviews. Co-op staff will coordinate interview scheduling on your behalf.

5.

MAKE AN OFFER

Once you have decided on a candidate, contact our office and we can assist you with making the job offer.

6.

CONFIRM THE CO-OP PLACEMENT

Once the student has accepted your offer, a formal offer letter from your organization should be sent to the Arts Co-op office.



THE UNIVERSITY OF BRITISH COLUMBIA



UBC ARTS CO-OP PROGRAM

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SOCIAL SCIENCES

Anthropology, Cognitive Systems, Economics, First Nations Studies, Geography (Human, Physical, & Environmental Studies), Health & Society, International Relations, Sociology, Linguistics & Speech Sciences, Political Science, Psychology, Women's Studies

HUMANITIES

Asian Languages & Culture, Canadian Studies, English (Literature or Language), French, German, History, Italian Studies, Modern European Studies, Philosophy, Spanish

CREATIVE AND PERFORMING ARTS

Art History, Creative Writing, Film, Music, Theatre, Visual Art & Theory

SCHOOL OF LIBRARY, ARCHIVAL, AND INFORMATION STUDIES

Master of Archival Studies (MAS), Master of Library and Information Studies (MLIS), First Nations Concentration, Joint MAS/MLIS