



HIRE EDUCATION

**UBC ARTS
CO-OP PROGRAM
EMPLOYER GUIDE**

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98% of employers recommend
UBC Arts Co-op students

TOP 5 REASONS TO HIRE FROM UBC ARTS CO-OP

1 GET WORK DONE

Co-op students offer a low-risk, cost-effective way to complete special projects and support peak work periods. Students are available year-round for 4 or 8 month work terms.

2 ACCESS PRE-SCREENED CANDIDATES

We pre-screen candidates, so you have access to consistently high quality applications. We prepare our students for workplace success with the most rigorous selection process and intensive pre-employment training of any co-op program in BC.

3 RECRUIT WITH EASE

We work with you on your hiring timelines, not ours. Our process is flexible, allowing you to set your own deadlines for applications and offers. We can adapt to match your timelines throughout the recruitment process, even if they come from other schools with a ranking system.

4 FEED YOUR TALENT PIPELINE

Working with co-op students on a short-term basis is a low-risk way to find star employees to hire after graduation. You can assess students' skill sets and test for cultural fit throughout the co-op term; it's almost like a 4 or 8 month interview.

5 TAP INTO OUR SERVICES & SUPPORT

We support your recruitment process by promoting your jobs, coordinating interview schedules, and providing on-campus interview rooms if needed — all at no cost. Once students are on their work terms, we also support their success in the workplace through guidance and midterm site visits.

UBC AT A GLANCE

1 of 3 Canadian universities ranked in top 40 of universities worldwide by Times Higher Education

2nd largest university in Canada

Largest co-op school in Western Canada



Photo: Hover Collective

CO-OP HIRING 101

- Co-op is ideal for special projects and peak periods.
- Students are available for 4 or 8 month paid work terms.
- Students are available to begin in January, May, and September.
- Hiring takes place one term in advance of start date.

4 STEPS TO HIRING

1 POST A JOB

Go to artscoop.ubc.ca to use our online recruitment tool.

2 REVIEW APPLICATIONS

We'll email you a package of applications for your position.

3 INTERVIEW STUDENTS

Shortlist candidates and we'll coordinate your interview schedule with the students you select.

4 MAKE AN OFFER

Select a candidate and we'll assist with making the offer.

STUDENT SALARY

- Employers set their own student salaries, which should reflect the going market rates for the level of work and experience required.
- Some employers offer additional benefits such as relocation costs for out-of-town jobs or tuition incentives in order to attract applicants to their positions.
- Student salaries vary by industry, role, and experience level. On average, students receive \$2,100-\$2,800 CDN/month. Contact the Arts Co-op Office for information about typical salary ranges for your position.

CANDIDATE PROFILE

DEGREE PROGRAMS

- Undergraduate BA, BFA, BMus, BMS, BIE
- Graduate MAS, MLIS, or dual MAS/MLIS
- English PhD

High caliber, with our rigorous pre-screening of:

- Writing ability
- Communication skills
- Academic standing
- Professionalism & career motivation

3 PROGRAMS TO MEET YOUR NEEDS

Access undergraduate and graduate co-op students from the largest and most diverse Faculty at UBC.

Undergraduate Co-op

1 SOCIAL SCIENCES, HUMANITIES, AND CREATIVE & PERFORMING ARTS

Arts students study a range of disciplines in 5 different degree programs:

- Bachelor of Arts
- Bachelor of Media Studies
- Bachelor of Fine Arts
- Bachelor of International Economics
- Bachelor of Music

Graduate Co-op

2 THE iSCHOOL@UBC

(formally the School of Library, Archival and Information Studies)

The iSchool@UBC 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.

Trained with a combination of practice and theory, students specialize in:

- Master of Archival Studies (MAS)
- Master of Library and Information Studies (MLIS)
- Dual MAS/MLIS

3 ENGLISH PhD

The UBC English Graduate Program is the only Co-op Program at UBC to provide employers access to PhD students.

With highly developed research, communications, and writing skills at the PhD level, students in this program can take on larger, more complex work than what could be assigned to undergraduate students.

GLOBAL REACH

Since the UBC Arts Co-op Program's inception in 2000, students have worked in 30 different countries, accounting for 10% of overall placements.

Arts Co-op students are among hundreds from UBC who go abroad each year for work terms that span the globe.

Our international employers hire from us to complete special projects or staff peak periods — all while accessing the fresh perspectives of a student from Canada's 2nd largest university.

FAQS FOR INTERNATIONAL CO-OP TERMS

DO STUDENTS NEED WORK VISAS?

Yes, co-op students require temporary visas to legally work in another country. A visa can usually be easily acquired within a few weeks. Our program can work with you and the student to help with this process and provide more information.

WHAT ARE THE AVERAGE SALARIES?

Wages should reflect the going market rates for the work the student is doing. For reference, students receive \$2,100-\$2,800 CDN/month for work terms in Canada.

DOES HOUSING NEED TO BE PROVIDED?

No, relocation and housing assistance is not required. However, offering assistance is helpful in attracting more candidates.



UBC Arts Co-op students are “dedicated employees who provide new insights about projects and possess a combination of youthful energy and creativity.”

— Time Warner Hong Kong

UNDERGRADUATE

BACHELOR OF **ARTS** (BA)

BACHELOR OF **FINE ARTS** (BFA)

BACHELOR OF **MUSIC** (BMUS)

Undergraduate Arts, Fine Arts, and Music students specialize in a combined 40+ majors that span the Social Sciences, Humanities, and Creative and Performing Arts.

SOCIAL SCIENCES	HUMANITIES	CREATIVE & PERFORMING ARTS	INTERDISCIPLINARY
Anthropology	Asian Area Studies	Acting	Canadian Studies
Computer Science	Asian Languages & Culture	Art History	Cognitive Systems
Economics	Classical, Near Eastern & Religious Studies	Creative Writing	First Nations & Endangered Languages
Geography	English	Film Production	Gender, Race, Sexuality & Social Justice
Linguistics	French	Film Studies	Interdisciplinary Studies
Mathematics	German	Music	International Relations
Political Science	Hispanic Studies	Theatre	Latin American Studies
Psychology	History	Theatre: Design & Production	Medieval Studies
Social Work	History and Philosophy of Science	Visual Arts	Modern European Studies
Sociology	Philosophy		Religion, Literature & the Arts
	Romance Studies		Speech Sciences
			U.S. Studies

Our students possess highly sought-after transferable skills necessary in today's global economy, including:

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

ROLES

Arts students study a variety of disciplines, so they are uniquely suited to a broad range of roles, including:

- Marketing & Communications
- Research & Analysis
- Event Planning
- Human Resources
- Policy Analysis
- Technical Writing
- Project Coordination
- Environmental Assessment
- Fundraising
- GIS & Mapping
- Digital Media Production
- Gallery & Museum Tours



UNDERGRADUATE

BACHELOR OF INTERNATIONAL ECONOMICS (BIE)

The Bachelor of International Economics (BIE) is an accelerated program that provides students with applied skills in international trade, development, and finance — positioning these student economists with a deep understanding of the workings of the global economy.

The BIE is part of the UBC Vancouver School of Economics, a global centre for research and hands-on learning about pressing economic issues. The BIE admits less than 5% of applicants to the program, and roughly half of each cohort consists of international students — a ratio that fosters valuable global perspectives.

Areas of Expertise

With core courses in economics, commerce, and math from UBC's Vancouver School of Economics and the Sauder School of Business, BIE students are trained in:

- Advanced data analysis and quantitative methods for economics
- Empirical research methodologies
- Multiple-criteria decision analysis
- Business, government, and non-profit policy analysis
- Accounting and investment strategies
- International trade and management models
- Processes and issues in economic development

Students have an international outlook and a passion for effecting positive change, and through their rigorous BIE program, are prepared to contribute to organizations and communities in the private, public, and non-profit sectors.

TYPES OF ROLES

- Government & Corporate Policy Advising
- Economic & Humanitarian Development
- Financial & Investment Analysis
- Management Consulting
- Research & Statistics
- Business & Development Analysis
- Non-Governmental Organization Research
- Transportation & Logistics
- Information Management
- Finance & Accounting
- International Relations



“Every year co-op students are part of a group that’s raising in excess of \$29 million for the community.”
— United Way of the Lower Mainland

UNDERGRADUATE BACHELOR OF **MEDIA STUDIES** (BMS)

The Bachelor of Media Studies (BMS) is a program that blends the practice, theory, and research methodology of media studies to position students as future experts in media and digital arts. Through a rigorous academic and technical program, students gain skills in applied creativity, design, research, and the understanding and application of media in society.

Areas of Expertise

Bachelor of Media Studies students take core courses in Art History and Visual Art, Creative Writing, Journalism, Media Theory, Film Studies and Film Production, Information Studies, and Computer Sciences. With hands-on experience and a broad range of knowledge, students are trained in:

- Creative writing and design in digital and other media
- Management of media resources
- Design of computer programs and applications
- Anticipation of and response to media and media change
- Media in public policy discussions

TYPES OF ROLES

- Marketing & Communications
- Digital Art & Design
- Social Media Management
- Information Policy Analysis
- Public Relations
- Market Research & Analysis
- Media Monitoring & Planning
- Copywriting & Editing
- Film Production



Photo: Don Erhardt

GRADUATE

MASTER OF ARCHIVAL STUDIES (MAS)

MASTER OF LIBRARY & INFORMATION STUDIES (MLIS)

Educated in one of Canada's leading schools for information professionals, iSchool students are equipped with the latest knowledge for obtaining and managing information in an increasingly complex world.

iSchools across the world make up an international consortium of institutions with a common interest in the relationship between information, people, and technology.

Areas of Expertise

iSchool students are trained in today's best professional practices, and they will be tomorrow's leaders in the planning, implementation, preservation, and organization of society's recorded information and ideas, in both analog and digital. Students can also specialize in Human-Computer Interaction and First Nations Curriculum Concentration.

TYPES OF ROLES

- Archives & Preservation of Information
- Records Management
- Library & Information Services
- Information Systems Management
- Information Policy
- Information Analysis & Retrieval
- Data Discovery & Wrangling
- Research



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

GRADUATE ENGLISH PhD

The UBC English Graduate Program, one of the most vibrant and wide-ranging in Canada, has been awarding the PhD degree since 1962 and is the only Co-op Program at UBC to provide employers access to PhD students. With highly developed research, communications, and writing skills at the PhD level, students in this program can take on larger, more complex work than what could be assigned to undergraduate students.

TYPES OF ROLES

- Project Management
- Program Administration
- Educational Programming
- Writing & Editing
- Teaching & Curriculum Development
- Research
- Strategic & Creative Communications
- Journalism
- Language Translation
- Policy Analysis

ARTS CO-OP PROGRAM

Buchanan C121, 1866 Main Mall
Vancouver, B.C. V6T 1Z1

604.822.1529

arts.co-op@ubc.ca

artscoop.ubc.ca



a place of mind
THE UNIVERSITY OF BRITISH COLUMBIA

