



University
of Windsor

**CO-OP, CAREER AND
EMPLOYMENT SERVICES**

EMPLOYER SERVICES



CO-OP, CAREER AND EMPLOYMENT SERVICES

About Us

We are a “one-stop shop” for organizations looking to connect with and hire University of Windsor students and alumni. We are committed to assisting employers with streamlining the hiring process for co-op placements, internships, and for employment opportunities. We offer three major types of programs and services including; 1) Career and Employment Services, 2) Co-operative Education and 3) the Volunteer Internship Program (VIP). Find out more about our programs and services for employers at www.hireawindsorstudent.com

To post a position for University of Windsor students and recent grads, visit mySuccess at <https://success.uwindsor.ca> to create an account. If you have questions or need further assistance, please get in touch with one of our teams:

Career and Employment Services

This team focuses on coordinating on-campus recruitment activities and working with employers wishing to hire students and alumni for part-time, full-time, summer and contract positions.

(519) 253-3000, Ext. 3900
jobs@uwindsor.ca

Co-operative Education

This team works with employers to coordinate hiring students on a temporary basis through one of our many co-op programs.

(519) 253-3000, Ext. 3903 or 2508
cooped@uwindsor.ca
www.hireacoopstudent.com

Volunteer Internship Program (VIP)

This team works with non-profit and publicly funded organizations looking to recruit part-time volunteers through our unique program.

(519) 253-3000, Ext. 3559
vip@uwindsor.ca

Contact Us

Co-op Career and Employment Services

University of Windsor
401 Sunset Avenue
Windsor, ON Canada N9B 3P4
(519) 253-3000, Ext. 3895
cces@uwindsor.ca
www.uwindsor.ca/cces

 **On Facebook**
CCESUWindsor

 **On Twitter**
@CCES_UWindsor



University
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CAREER AND EMPLOYMENT SERVICES



Career and Employment Services is committed to connecting students and alumni with employers to encourage career growth and foster continued success.

Employers benefit from UWindsor's Career and Employment Services in many ways:

Job Postings:

- Post and manage job opportunities online (full-time, part-time, summer, volunteer, intern or contract)
- Review current applications
- Application document collection: Upon request, we will collect applications and email them to you

Events:

- **Job Fair:** Held in January, jointly hosted with St. Clair College for employers who are actively recruiting. Registration and event details are available in August and can be accessed via www.uwindsor.ca/success
- **Education Career Fair:** We work closely with the Faculty of Education to co-ordinate a recruitment event each January for teacher candidates

On Campus:

- **On-campus interview rooms:** If you have posted an opportunity with us, we offer on-campus interview rooms on a first-come, first-served basis
- **Information sessions:** Allow you to speak directly to students from either specific faculties or all majors in a classroom-style setting

Other Activities Available Upon Request

We are happy to work with you to develop customized events or services to help you connect with UWindsor candidates for your organization's job opportunities.

What is Your First Step?

Create an employer account on our mySuccess system by visiting: <https://success.uwindsor.ca>. If you contact our office, we are more than happy to assist you with this process.

We provide career and employment services for students and alumni in any area of study at the University of Windsor. As part of our mandate, we work with the Odette School of Business and the Faculty of Law's Career Service Teams to provide seamless career support to employers.



CO-OPERATIVE EDUCATION

Co-operative education combines academic education with full-time, paid work experience related to a student's area of study. Our programs integrate two to four years of study with one to four work placements. Placements are typically 16 weeks in length but longer placements are available. Students are available every term.

Co-op Programs at UWindsor

Engineering (Undergraduate and Graduate)

- Civil
- Electrical
- Environmental
- Industrial (Business option available)
- Mechanical (Aerospace, Automotive, Environmental, and Materials options available)

Kinesiology

- Movement Science
- Sport Management

Odette School of Business

- Areas of study include: Accounting, Finance, Human Resources, Management Science, Marketing, and Strategy and Entrepreneurship
- Business/Computer Science (double major)

Science

- Computer Science (undergraduate and graduate)
- Physics (High Technology and Medical options available)

Advantages of Your Participation

- Students are pre-screened for academic and personal strengths
- Ready access to motivated and enthusiastic personnel for short-term projects, special assignments, seasonal variations, and employment peaks
- The Ontario Co-operative Education Tax Credit provides employers located in Ontario with a refundable tax credit as an added incentive
- Cost-effective alternative since the expense of hiring a co-op student is often less than other types of employees
- Students bring innovation and fresh perspectives
- Students participate in professional development activities in preparation for work terms
- Opportunity to establish recruitment channels and evaluate students for possible future employment

How to Get Started

Three Easy Steps:

1. Post your position on our on-line job posting system, mySuccess (<https://success.uwindsor.ca>)
2. Conduct interviews (in person, on campus, at your site, or through Skype or by phone)
3. Specify hiring preferences

Contact us for detailed information or any other support you might require. Our team is like no other in its commitment to customer service. We are available during every step of the process. Just ask!

What We Need From You:

As the work term progresses, there are four evaluation points where we ask for your assistance with:

- Learning objectives
- Work term assessment
- Final evaluation
- Work term report evaluation

Criteria for Participation

- Full-time, paid employment
- Tasks related to academic program of study
- Supervision and performance evaluation



VOLUNTEER INTERNSHIP PROGRAM

Volunteer Internship Program (VIP) is a mutually beneficial program that connects not-for-profit and publicly funded organizations with UWindsor students for volunteer placements of 40+ hours over 8-10 weeks. The program is available year round.

What Kind of Students Can You Recruit?

- Students who are self-motivated, organized and professional
- Students from any UWindsor program but especially from the Faculty of Arts, Humanities and Social Science; Odette School of Business and the Faculty of Science

Benefits to You

To ensure the best possible experience for both employer and student, we will:

- Prescreen candidates to ensure you receive highly motivated volunteers
- Match you with a student based on your expectations
- Monitor their progress and skill development

Our Students Will:

- Provide fresh perspectives
- Assist with day-to-day activities or special projects
- Be invested in the opportunity for hands-on learning
- Fulfill various positions based on your organizational needs

Find Out More

Get started on mySuccess at <https://success.uwindsor.ca>



ABOUT THE UNIVERSITY OF WINDSOR



The University of Windsor is a comprehensive, student-centred university, with more than 16,500 students enrolled in a broad range of undergraduate and graduate programs including several professional schools such as Law, Business, Engineering, Education, Nursing, Human Kinetics and Social Work.

The University of Windsor is located next to North America's busiest international border crossing, where Ontario's Highway 401 and Michigan's I-75 meet, and faces one of Canada's most beautiful waterfronts on the Detroit River.

Additional Campus Career Centres

Faculty of Law Career Services

Rm. G105 Faculty of Law
University of Windsor
401 Sunset Avenue
Windsor, ON Canada N9B 3P4
(519) 253-3000, Ext. 2986
www.uwindsor.ca/law/careers

Odette Student Success Centre

Odette School of Business
University of Windsor
401 Sunset Avenue
Windsor, ON Canada N9B 3P4
(519) 253-3000, Ext. 4938 or 4936
www.uwindsor.ca/odette/careers