

EMPLOYMENT OPPORTUNITIES

The following positions are posted at the Career Development and Employment Centre at Student Services (CDEC), Robertson Library. Drop by for more job information and applications. For more information, contact Sheila Lund MacDonald at 628-4358 (e-mail: slundmacdon@upe.ca).

Universal Fundraising Group (Montreal) Inc. has full-time permanent positions available as Fundraising Consultant. Applicants must have an undergrad in Business or Communications and be bilingual. To apply, send a resume to Catherine Gratton, Universal Fundraising Group, 33 Prince St., Montreal, PQ, H3C 2M7 as soon as possible.

Environmental Youth Corps has many full-time summer positions available for Coordinators, Technicians, and Environmentalists in Ontario. Wages vary according to position. To be eligible, students must be between 15 and 24 years old. Applications and Employer Lists are available at the Career Development and Employment Centre at Student Services.

ON-SITE has four openings in the Summerside area for an Engineering Specialist, quality Inspector, Manger-Quality Control, and Energy Management Coordinator. These positions run for 26 weeks with a top pay rate of \$429.00 per week. Applicants must be collecting, or be eligible for, Unemployment Insurance benefits as these positions are funded under Section 25 Job Creation Projects. Job Descriptions for each of these positions are available at the Career Development and Employment Centre.

The Pulp and Paper Research Institute of Canada has full-time summer positions available as Science and Engineering Assistants in Pointe Claire, Quebec and Vancouver, B.C. Applicants must be 2nd or 3rd year Science or Engineering Students. Send a resume, a NSERC 202 application, and a copy of transcripts to Mrs. Lise Hounsell, Employment Services Administrator, Pulp and Paper Research Institute of Canada, 570 boul. St-Jean, Pointe Claire, Quebec, H9R 3J9 by January 20, 1995.

University Painters is looking for two Managers to manage their summer operations in Charlottetown and in Summerside. Prefer applicants with an entrepreneurial spirit, organizational and interpersonal skills, and management skills. Training provided. For more information, visit the CDEC. Deadline is January 26, 1995.

Ontario Legislature Internships Programme has full-time positions available as Interns from Sept. '95 to July '96 in Ontario. Positions are available for Political Science students. Applicants must submit application form, transcripts, and references by January 27, 1995. For application forms, write: Dr. Robert J. Willims, Director, Ontario Legislature Internship Programme, c/o Department of Political Science, University of Waterloo, Waterloo, Ontario, N2L 3G1 or call (519) 888-4567 extension 5682.

The Bayshore Inn has full-time and part-time positions available as Food Servers, Bus People, Bartenders, Night Audit, Maintenance, Cooks, Kitchen Help, Housekeeping, Gift Shop Clerks, Groundskeepers, and Front Desk Clerks in Alberta for the summer. Applications are available at the CDEC.

ACEL Research has a opening geared towards students in Sciences or Engineering to work at their research facility in Chalk River, Ontario. Students must be currently enrolled in a university and intending to return in September. Application deadline is January 31, 1995. More information available at the CDEC on campus.

The Canadian Coast Guard has openings for Deckhands, Inshore Rescue Boat Program from May to September. Students must fill out FSSEP form available at CDEC. Wages range from \$8.75- \$13.69 per hour. Positions are available in a number of Maritime Province locations, including Charlottetown. Deadline for applications is January 31, 1995. Detailed job descriptions at the CDEC.

Native Internship Program has full-time summer positions

available for aboriginal students in various positions in Federal Government Department. Applications are available at the CDEC. Application deadline is Wednesday, February 1, 1995. **The Roy Aitken Sustainable Development Internship Program** has openings for two students to work with the national Round Table on the Environment and the Economy for the summer. Students should have an interest in sustainable development and must be entering their final year of a first degree program in 1995. For further details, drop in at the CDEC. Deadline for applications is February 13, 1995.

Geological Survey of Canada has full-time summer positions available as Student Assistants. Applications are available at the CDEC. Application deadline is Wednesday, February 15, 1995.

Canada Scholarships Program has full-time summer positions available in various positions within the Federal Government. Applications are available at the CDEC. Application deadline is Wednesday, February 15, 1995.

Federal Summer Student Employment Program has full-time summer positions available in various positions within the Federal Government. These positions are nation-wide. Applications are available at the CDEC. Application deadline is Wednesday, February 15, 1995.

Frontier College has Labourer-Teacher positions open for the summer of 1995. Applicants should have some teaching/tutoring experience, a demonstrated commitment to voluntarism, and most positions require some knowledge of Spanish. The positions are located across Canada and Frontier College assists with some of the travel costs. The wage rate varies depending on location. Deadline for applications is February 24, 1995. Further information at the CDEC.

The Indian Management Assistance Program (renamed "Ooskipukwa") is looking for various project managers in the areas of management and Community Development, Technical Assistance and Legal Research. The projects run from May 1, 1995- August 31, 1995. Preference is given to 3rd-4th year and Graduate students in a variety of fields. Salary ranges from \$1500 to \$2100 per month. More information at the CDEC. Deadline for application is February 24, 1995.

Broland of Thunder Bay, Ont., is looking for Tree Planters, Crew Bosses, Cooks and Assistant Cooks, Thinners, and Cone-Pickers. Each position has a different wage range. Fill out application form at the CDEC and send it and a resume by February 28, 1995 to: Broland, 125 South May Street, Thunder Bay, Ont. P7E 1A9.

OVERSEAS OPPORTUNITIES:

Career Development Institute has openings for ESL and Software Applications Instructors in Beijing, China. Return airfare, mandarin lessons, bicycle and gym membership, and comprehensive health coverage are included outside of salary. For more information, visit the CDEC on campus.

The Bok Ji Corporation has openings for English Instructors in Korea. Send a resume, a copy of your passport, and a copy of your diploma or graduation letter and transcripts to: Bok Ji Corporation, Yang Chun P.O.Box 8, Yang Chun Gu, Seoul, Korea. Benefits include a rent-free room and some travel expenses. Application deadline is March 31, 1995. Further information available at the CDEC.

Korea Services Group has openings for ESL teachers. Applicants must have a four year degree in any area and must be prepared to honour a one-year contract. More information available at the CDEC.

English Academy for Children has full-time positions available for English Teachers in Japan. Send a resume to: English Academy for Children, #503 Green Plaza Bldg., 292-1, Asahi, Tomobe t., Ibarake Pref., 309-17 or fax: 81-296-77-9594.

Au Pair has nanny positions available in France, Germany, and England. Positions are available for 6 months or 1 year. Registrations forms are available at the CDEC.

JOB SEARCH STRATEGIES TENTATIVE AGENDA FOR 3 HOUR SESSION

1. Introduction: Job Search in the 1990s
2. Where Are All the Jobs? The Hidden Job Market
3. The Most Effective Ways to Look for a Job
4. Developing a Professional Cover Letter
5. The Resume
 - How Should I Write It?
 - What Should I Include?
 - Different Resume Styles
 - Developing Your Own Resume
6. References and Letters of Recommendation
7. The Interview Process
 - Preparing for the Interview
 - Appearance and Body Language
 - The Most Commonly Asked Questions
 - After the Interview

A number of handouts will be available to participants.

Minimum number of participants: 6

Fee: None

Dates: First Session on Friday, January 20, 1995. Keep watching for further sessions. Time: 1:00 - 4:00 p.m., at location to be announced.

SIGN-UP SHEET AT CAREER DEVELOPMENT AND EMPLOYMENT CENTRE

Bachelor of Education L'enseignement dans le programme d'immersion française

- Vous détenez un diplôme universitaire?
- Vous possédez des compétences en français oral et écrit?
- Vous vous intéressez à une carrière dans l'enseignement?

Si vous avez répondu par «oui» à chacune de ces trois questions, nous vous invitons à considérer le programme de formation des enseignants en immersion offert par l'Université du Nouveau-Brunswick. Notre programme, unique dans les Provinces de l'Atlantique, comporte soixante unités de valeur portant entre autres sur les fondements de l'éducation et sur la didactique des langues secondes dans une situation d'immersion. Le programme comprend également des stages pratiques dans les classes d'immersion.

Pour de plus amples renseignements, veuillez vous adresser au:

Second Language Education Centre
Faculty of Education
University of New Brunswick
Fredericton, N.B.
E3B 6E3
Tel. (506) 453-5136



a sign of the times

