



# FACULTY SERVICES

UCN Centre for Career & Work-Integrated Learning



University College of the North  
Centre for Career & Work-Integrated Learning

# Career Development Services For UCN Faculty

The UCN Centre for Career & Work-Integrated Learning offers numerous career development services, programming and resources to support ALL job seekers, **including UCN Faculty!**

## CAREER DEVELOPMENT FOR YOUR CLASSROOM

Are you wanting to support the career development of your students but aren't sure how? Here is how we can help you in the classroom.

### We can:

- **Facilitate in-class career development sessions** such as the UCN Professional Development Series– we work with your schedule and customize in-class offerings to align with your program's career objectives.
- **Secure guest lecturers** from industry and the workplace to speak about relevant topics such as career pathways, the workplace, or a particular field or sector.
- **Build a career profile for your program.** These profiles are a great resource when advising students on career options related to UCN Programs as well as for marketing purposes. Has your program completed theirs? Ask us how!
- **Provide mock interview support** for your program. The mock interview experience is a great way for your students to gain experience going through the interview process.
- **Assist in the planning** of program-specific career events.
- **Bring real-world projects** into your classroom for your students to work on, through Riipen (see page 4).

- **Accept student referrals** to provide 1-1 career coaching and advising services.
- **Provide resources, tools and information** to support the career development needs of your students.
- **Supplement your classroom teaching** by assisting students in accessing additional training to master job competencies through resources such as LinkedIn Learning.
- **Provide classroom coverage** in your absence through our “Don’t Cancel that Class Program” (see below).

### **DON'T CANCEL THAT CLASS**

If you need to be away from a scheduled class, due to a professional or personal conflict, unexpected illness or other matter, our team can provide classroom coverage (based on availability) to deliver a career seminar either in person or virtually.

- This program is *intended* to help you maintain the energy and motivation of your students without disruption to learning while creating a supplementary opportunity for career development within your classroom.
- Faculty can choose from a variety of career topics (such as the PD Series offerings) or we can tailor a career seminar based on your student’s needs.
- Providing we are available for coverage, you will need to provide us with the details of your scheduled class (location, access, # of students, etc.) and ensure you communicate your expectations with your class.
- For extended absences, please ensure you have made the appropriate arrangements with your program Dean. This service is not intended to replace regular classroom learning for extended periods of time.

# Riipen Prepare Your Students for Careers

*Riipen helps educators easily integrate project-based work from real companies into their curriculums and internship programs.*

## What is Riipen?

Riipen is the World's leading project-based learning platform that empowers every student with employable skills.



Students acquire skills valuable in the workplace and get to build their employer network, organizations get to improve their talent pipelines and increase authentic engagement towards their brand, while educators provide better learning experiences for their students as well as grow their industry connections.

## Steps for Educators to Get Started on Riipen:

1. Join the School Portal as an educator.
2. Book a call with UCN's dedicated Account Manager, Alla McQueen, to discuss if Riipen is right for you 1 (512) 312-7813 or email: [alla.mcqueen@riipen.com](mailto:alla.mcqueen@riipen.com)
3. Riipen will set you up with a technical onboarding so you are comfortable with the platform and ready to connect your course.
4. Once published to our marketplace, Riipen will get to work on matching your course with the best industry partners in our network of over 10K employers.
5. You will approve the company projects that you want to pair with students.
6. The students start working on the projects on a timeline you determine.

## How it works



### Post to the marketplace

Our experts will help you adapt and publish your programs.



### Source partners

Create your own network of companies to work with semester after semester.



### Project start

Introduce students to the companies you've chosen for them to work with.



### Evaluate feedback

Track student work and validate their new skills.

## **CAREER DEVELOPMENT FOR FACULTY** *(OR YOUR STUDENTS)*

All UCN Faculty and staff have access to the programs and services we offer through the UCN Centre for Career & Work-Integrated Learning. Our team is professionally trained and nationally certified through the Canadian Council for Career Development. We utilize industry respected best practices aligned with professional standards to ensure all of our programs and services are grounded in professional excellence.

Our team is available either in-person or virtually for 1-1 confidential coaching and advising appointments for:

- Career Assessments
- Career Exploration Coaching
- Resume Development & Cover-letter Coaching
- Job Search Assistance Coaching
- Interview Coaching
- Portfolio Development Support

We can also provide you with guidance on:

- Building targeted work search tools
- Developing employability skills
- Building your professional network
- Gaining career-related work experiences
- Expanding your employment outlook
- Successfully search for work
- Acquiring professional attire through the ***UCN Career Closet*** (currently available at The Pas Campus only– awaiting space in Thompson). The UCN Career Closet provides gently used professional attire for all job seekers who have a job interview, a career function to attend, work placement or new job.

***Additionally, the UCN Professional Development Series is a FREE program accessible to all job seekers. Request a copy of the 2021-2022 PD Series Program, TODAY!***

Faculty are welcome to partake in all scheduled in-person and virtual career events. Scheduled events will be advertised via UCN email, social media and on the UCN website.

# CENTRE FOR CAREER & WORK-INTEGRATED LEARNING

## CAMPUS CAREER HAPPENINGS 2022-2023



### IN-PERSON & VIRTUAL CAREER CHATS

Our team is available remotely to connect and support you with:

- 1-1 Career Advising
- Career Exploration & Career Cruising
- Resume & Cover-letter Support
- Job Search Assistance
- Interview Preparation
- Portfolio Development



### ONLINE & IN-CLASS DELIVERY PROFESSIONAL DEVELOPMENT SERIES

*Flexible. Customizable. Accessible. 24/7*

The UCN "Professional Development Series" - will be available in the following formats for the 2022-2023 academic year:

*(FOR STUDENTS & OTHER PARTICIPANTS)*

Registration is REQUIRED. Register to access:

- **UCN Learn**- Complete the series at your own pace 24/7 on UCN Learn through interactive learning exercises and resources.

*(FOR UCN FACULTY)*

- **In-Class Delivery**- Customize the series for in-class delivery of career development to supplement program learning.

*(FOR EXTERNAL PARTNERS)*

- **Virtual or In-Person Delivery** is available to continue to support the pre-employment skills training needs of your clients, learners or employees.



### CAREER EVENTS

All career events will be advertised via email, social media, on-campus bulletins and the UCN website.

Contact our team if you would like to schedule a campus career event, such as:

- Employer information sessions
- Virtual employer panel or career fair
- Career development webinar
- Program-specific, in-class delivery information session
- Virtual networking event



### ONLINE JOB POSTINGS

UCN's online job portal, Outcome Campus Connect, features both paid employment, student employment and work-integrated learning opportunities, which can be accessed at:

<https://outcomecampusconnect.ca>

Job postings are also circulated via:

- UCN email
- UCN Student Life social media pages
- UCN Career Post newsletter



### ONLINE RESOURCE HUB

Looking for information related to career development and work-integrated learning at UCN? Checkout our resource hub at:

[www.ucn.ca/wil](http://www.ucn.ca/wil)



### CAREER CLOSET

If you are seeking professional attire for a job interview, work-placement or networking event, the UCN Career Closet is available by appointment! Book your appt today!

*Our programming and services are accessible to everyone.*

For More Information:

Kelly Hause

Career Engagement Facilitator

University College of the North

204.677.6473 or [khause@ucn.ca](mailto:khause@ucn.ca)

