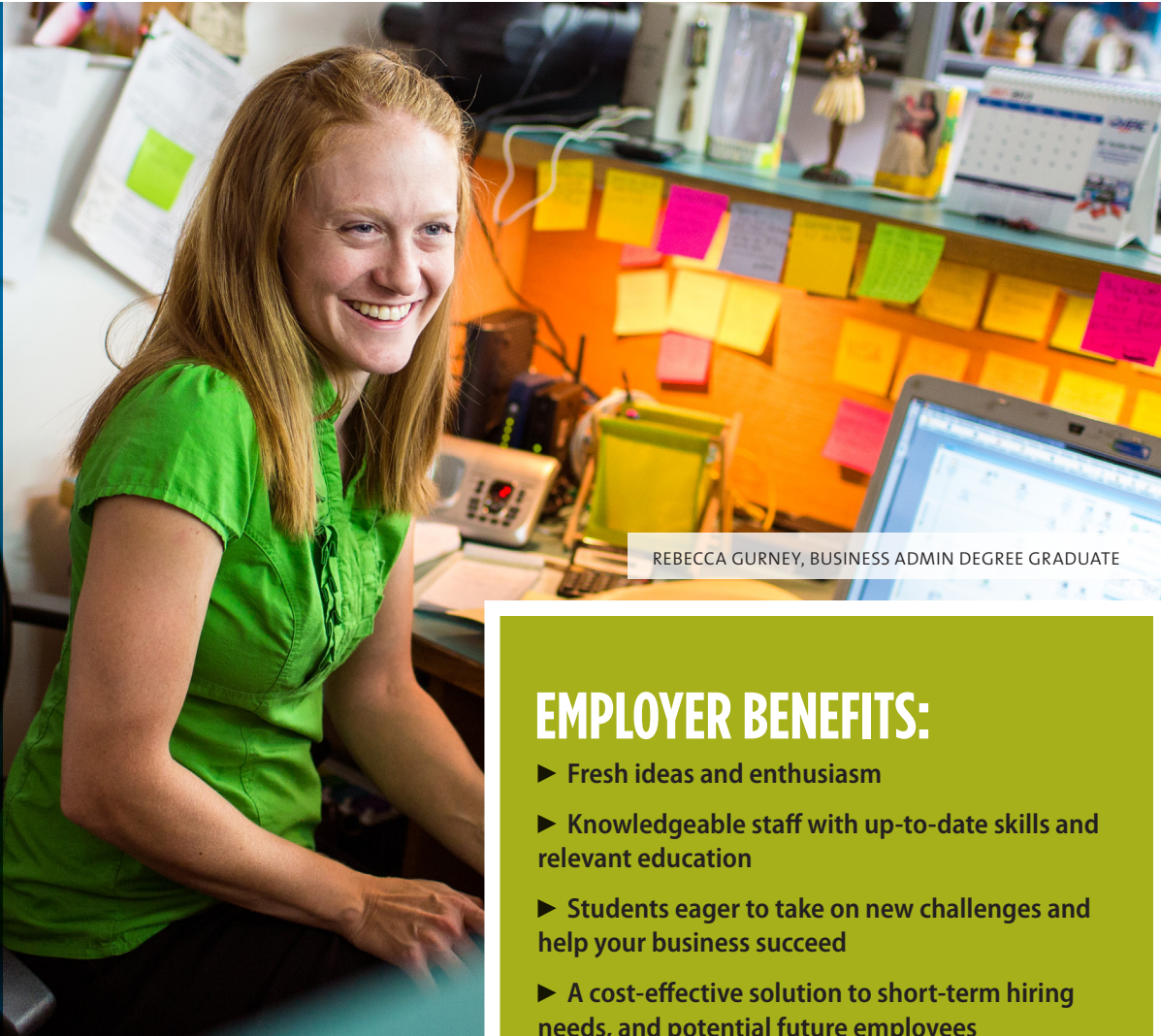


NORTH ISLAND COLLEGE



# HIRE A STUDENT

ADD A FRESH PERSPECTIVE TO YOUR BUSINESS



REBECCA GURNEY, BUSINESS ADMIN DEGREE GRADUATE

## EMPLOYER BENEFITS:

- ▶ Fresh ideas and enthusiasm
- ▶ Knowledgeable staff with up-to-date skills and relevant education
- ▶ Students eager to take on new challenges and help your business succeed
- ▶ A cost-effective solution to short-term hiring needs, and potential future employees

# CO-OP INFORMATION

## What is Co-operative Education?

Co-op education combines academic studies with practical experience. Co-op students alternate periods of full-time study with full-time, paid work experience related to their program of study. Recruitment for co-op education typically takes place during the spring and summer season.

Funding resources are available to help co-op employers invest in the future workforce.

- BC Tech Co-op Grants program
- Canadian Heritage Young Canada Works (YCW) program
- Canada Summer Jobs program

## Benefits to Employers

### Reduced recruitment time and hiring costs

- Access to a pool of pre-screened, motivated, temporary employees for special projects, peak periods, vacation relief or maternity leave coverage without costly advertising and time consuming recruitment strategies.
- Select from a group of applicants who have already met high entrance requirements and have completed some post-secondary training as well as preparation for operating effectively in the workplace.
- Co-op is a proven cost-effective method of meeting both immediate and long-term human resource needs.
- Employing co-op students can reduce future recruiting costs as co-op employment aids in the vetting of students for future hiring of motivated and skilled employees.

### Investing in our future

- Employers are considered co-educators as they provide learning opportunities beyond the bounds of the classroom. Employers are invited to provide valuable feedback to shape course curricula and content.
- Hiring co-op students provides business leaders an opportunity to mentor bright and enthusiastic students while playing an influential role in shaping the future workforce.

# CO-OP FAQ

## When are students available?

Most business administration students who have completed their first year of studies seek work that starts in May. Second year students are prepared to start in September, January or May. Tourism students complete one work term between May to September.

## Are students pre-screened prior to joining the co-op program?

Students must have earned above average marks and have finished all (or most) of their first year of studies prior to their first work term.



“Sheldon works on meaningful projects that are vital to our organization. It’s like getting a consultant for a reasonable rate.”

– Jim Brennan,  
Immigrant Welcome Centre

## What are my obligations as a co-op employer?

Employers are required to provide employment in an area relevant to the student’s area of study; appoint a supervisor who will assign tasks and objectives and provide leadership and direction throughout the work term; assist co-op students in the development, achievement and evaluation of their work term goals; and participate in an onsite visit with co-op staff and complete a performance evaluation at the end of the work term.

## What is the cost of hiring a co-op student?

Student salaries are entirely employer and market driven. However, in order to participate in co-op, employers are expected to pay a fair market wage for the type of work the student will perform. Employers can access employment funding such as the Service Canada Summer Jobs program. Service Canada Summer Job funding for employers is available in February each year and can be applied for online.

# INTERNSHIP INFORMATION

## What is an Internship?

Internships are a type of work-integrated learning, giving students the opportunity to apply theories and methods learned in the classroom to situations and challenges in the workplace. Students learn new skills and create professional contacts to enhance future employment, support career success and prepare for further employment or academic study.

## NIC interns are highly motivated, with specialized knowledge and IT skills.

Our interns possess exceptional academic qualifications, including a bachelor's degree from a recognized university. They possess theoretical knowledge, up-to-date IT skills, and training in strategic business decision-making to assist you with special projects and expand your business.

"Gbemi is self-motivated and well organized. She has a knack for asking the right questions and is a really good addition to our firm. We were happy to offer her a job after her internship was complete."

– Karen Stewart,  
Chan Nowosad Boates  
Chartered Accountants





SIMON MBAH, AQUILA EGBIVWIE AND LINDA NAGLE, CITY OF CAMPBELL RIVER

## Hire a student from NIC's

### **Global Tourism & Hospitality Management Advanced Diploma**

Students are qualified to work in:

- hotel management
- concierge and front desk duties
- event planning
- catering, food and beverage
- housekeeping
- human resources management
- marketing and promotions
- tourism and visitor services
- adventure guiding

### **Global Business Management OR Pre-Professional Accountant Programs**

Students are qualified to work in:

- consulting
- client services
- financial advising
- management
- accounts payable / receivable
- tax preparation
- marketing & social media
- data entry
- reception
- office administration

**... and much more**

# ABOUT INTERNSHIPS & CO-OPERATIVE EDUCATION



NIC BUSINESS STUDENTS



NEERA MELAYSHO, CO-OP STUDENT

## What's the difference between a co-op and an internship?

CO-OP	INTERNSHIP
▶ A four or eight month term	▶ 180 – 360 hours
▶ Full-time	▶ Full-time or part-time
▶ Paid	▶ Paid or unpaid
▶ NIC Bachelor of Business Administration degree in marketing, accounting and general management; Business Administration diploma; and Tourism & Hospitality Management diploma	▶ NIC Business Administration Post Degree Diploma – Global Business Management and Global Tourism & Hospitality Management advanced diploma



AMBER QUIGLEY AND TESSA POLLARD AT SONORA RESORT.

## Participating Employers

NIC's Student Employment Services strives to build mutually beneficial relationships for students, staff and employers. We value the opportunity our co-educating employers offer NIC students.

### Thank you

Accutax Accountants  
 Alberni Outpost  
 Broadstreet Properties  
 Cermaq  
 Chan Nowosad Boates  
 City of Campbell River  
 City of Courtenay  
 Comox Valley  
 Chamber of Commerce  
 Crown Isle Golf Resort  
 Cumberland Lake  
 Wilderness Society

Duncan and Company Chartered  
 Professional Accountants

Fairmont Hotel  
 Immigrant Welcome Centre  
 Jamie's Rainforest Inn  
 Long Beach Lodge Resort  
 MNP  
 Ministry of Environment -  
 Knowledge Management  
 Ministry of Finance -  
 Minerals, Oil & Gas Revenue  
 Nootka Wilderness Lodge  
 Oceanriver Sports  
 Parksville Visitor Centre  
 Painter's Lodge

Quadra Island Kayaks  
 Spirit Bear Adventures  
 Spirit of the West Adventures  
 TAP Bookkeeping  
 Telegraph Cove Resort  
 Toscano's  
 Travel Lodge Courtenay  
 Vancouver Island Visitor Centre  
 Victoria Airport Authority  
 Walt Disney World Resort  
 Westview Ford  
 White Spot  
 Wickaninnish Inn



## STUDENT EMPLOYMENT SERVICES

[www.nic.bc.ca/ses](http://www.nic.bc.ca/ses)  
[studentemployment@nic.bc.ca](mailto:studentemployment@nic.bc.ca) | 250-334-5076

**Our mission** is to help connect students with employers looking for NIC talent and ensure students make a successful leap from their postsecondary studies to the workplace.

**Are you looking to hire NIC students?** Please consider joining us as an exhibitor for our upcoming 8th annual Career Fair on Thursday, March 22, 2018 from 11:00-3:00 at the Filberg Centre in Courtenay, BC.

**To learn more** about hiring an intern or co-op student, contact us by phone or email. Or, send us your job posting and we will collect applications, coordinate interviews and work with you to find the right student to fit your employment needs.

**Anita Budisa Bonneau**  
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Work Integrated Education  
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