

# Strive to Thrive

## Career Tips For Ted Rogers School Students

These reports leverage the expertise of BCH staff to share best practices for students & alumni.

October 2024

### Interested in Working On-Campus?



Toronto Metropolitan University employs hundreds of student each semester for part-time and full-time positions. Designed to help students earn income, gain professional experience while balancing their studies, TMU Campus Jobs is a great opportunity for those looking for employment steps away from their lecture halls.

Despite being such an amazing opportunity, many students are unaware of TMU's on-campus student careers. As such, this Hub Insight Report will spotlight various employment programs available to full-time undergraduate students.

### TMU Housing and Residence Life

TMU Housing and Residence Life hires students year-round to support the operations and security of on-campus residence buildings. Student employees will support over 1,100 student residents in three buildings to build a strong, safe and inclusive environment for all students.

#### Examples of Student Roles

- Student Housing & Assignments Assistant
- Residence Service Desk Agent
- Marketing & Design Assistant
- Residence Advisor
- Academic Link



#### Student Eligibility

To learn more about TMU Housing and Residence Life student employment roles and its eligibility and application process, please visit their website or send their team an email

[TMU Housing & Residence Student Hiring Info Website](#)

[Housing & Residence Application Page](#)

# Career Boost

Career Boost is a student employment program open to full-time Toronto Metropolitan University undergraduate students in partnership with academic and administrative departments across the university. With roles offered year-round in the Fall, Winter and Spring/Summer semesters, students can apply to hundreds of roles from various faculties and departments at TMU.



## How to Apply to Career Boost?

Depending on the role, different job postings have differing application requirements. Here are some examples of required application components:

- ✓ Career Boost Approval
- ✓ Resume
- ✓ Cover Letter
- ✓ Transcript
- ✓ References
- ✓ Portfolio

## Career Boost Eligibility

To learn more about Career Boost Eligibility and the Career Boost Approval Process, please visit the Career Boost website.

Domestic Undergraduate  
Career Boost Program

International Undergraduate  
Career Boost Program

## Career Boost by the Numbers



\*Data as of Fall 2024

## Common Roles

- Administrative Assistant
- Social Media/Marketing Assistant
- Customer Service Support
- Events Assistant
- Academic and Peer Coach/Tutor

## Common Employers

- Athletics & Recreation
- Ted Rogers School of Management
- Faculty of Engineering & Architectural Science
- Student Life & Learning Support
- Service Hub

## When to Apply?



**Starting March**

For Spring/Summer positions



**Starting April/May**

For Fall/Winter positions

## TRSM Employers

The Ted Rogers School of Management is one of the largest employers of Career Boost Students at TMU. There are many departments within TRSM that employ students year-round for a variety of different roles. This includes departments such as:



Program Advising  
and Student Success



Office of the Dean

## Meet a Career Boost Student



**Olivia Heldt**

Administrative Assistant  
Lincoln Alexander School of Law  
Third-Year Law and Business

If you are a busy student seeking valuable experience alongside your studies, applying for a career boost role is an excellent opportunity. As a Law and Business major actively involved in extracurriculars and living independently, I am grateful for my time at the Lincoln Alexander School of Law as an Administrative Assistant. This role immersed me in a community of aspiring lawyers and allowed me to assist in organizing events for legal professionals, which was a privilege, especially being an aspiring lawyer myself. The flexible work hours and understanding supervisors helped me maintain a healthy balance between my priorities at work, school, and within my personal life, reducing my stress during busy periods. Overall, my experience at the law school was invaluable, providing opportunities to learn, network and contribute to the school community, while being in an environment that motivated me to pursue my goals.



Need support with your job application?



Check out our  
Hub Insights

Or, schedule an  
appointment with us



[Resume Hub Insight](#)



[References Hub Insight](#)



[Cover Letter Hub Insight](#)



[Portfolio Hub Insight](#)



[Schedule a BCH Appointment \(virtual or in-person\)](#)

## On-Campus Employment Resources



### Undergraduate Career Boost Program Website

Learn more about Career Boost visit their [website](#) or email [careerboost@torontomu.ca](mailto:careerboost@torontomu.ca).



### TMU Housing and Residence Jobs

Learn more about roles with TMU residence visit their [website](#) or email [res.hiring@torontomu.ca](mailto:res.hiring@torontomu.ca).



### Career Boost Application Portal

Visit the Career Boost Application Portal [website](#)

## Visit the Business Career Hub

### Employer Events

Interested in expanding your network and meeting industry professionals? BCH organizes and hosts many industry events - refer to your 'Careers Newsletter' or visit [here](#).

### Bootcamps

Advance your technical, earn digital badges, and gain an advantage in today's workforce through Bootcamps. [Click here to register for current bootcamps.](#)

### Career Help

For career coaching, interview prep and more, [schedule a 1:1 appointment](#) with a Career Consultant or a Co-op Coordinator.



[TedRogersBCH](#)



[TedRogersBCH](#)



[TRSM Business Career Hub](#)



[Business Career Hub Website](#)



### Career Consultant Contributor Jason Andrada

Jason is a Career Consultant with experience in post-secondary advancement and accounting. Having formal training in career development, he is passionate in helping others achieve their dream career and building meaningful relationships.



### Student Contributor Zita Huang

Zita is a Law and Business Student currently working as a Project Coordinator at the BCH. Zita is passionate about the Law and Business program, and has an interest in Human Resources. She is also the Vice-President of Finance at the Law and Business Student Association.