

# Essential Employer Information

## Recruiting Students @ St. Francis Xavier University

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### Student Career Centre (SCC)

August 2010

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### Student Career Centre (SCC)

Ground Level, Gerald Schwartz School of Business

St. Francis Xavier University

PO Box 5000 Antigonish, NS B2G 2W5

Tel: 902-867-2296 Fax: 902-867-5346

Email: [scc@stfx.ca](mailto:scc@stfx.ca)

[www.mystfx.ca/services/scc](http://www.mystfx.ca/services/scc)



## Welcome to St Francis Xavier University (StFX)

Located in Antigonish, Nova Scotia, St. Francis Xavier University is Canada's Premier Undergraduate Experience. More than 4,300 students come to StFX for quality programs in arts, science, and business and information systems.

A GLOBAL EXPERIENCE — From Arizona, Korea, Romania and beyond, StFX students experience the world through exchanges, research opportunities, internships and our service learning program.

WORLD CLASS — StFX produces top quality graduates, among them a prime minister, premiers, world-renowned scientists, supreme court justices, national journalists, international artists, and corporate leaders.

## Welcome to the Student Career Centre (SCC)

The Student Career Centre (SCC) is your vital link in connecting with StFX students. If your need is for full-time or part-time employees, summer students, or volunteers, the Centre is committed to facilitate your employment objectives.

SCC will help you:

**Discover** talented employees who are ready to contribute to your organization's success

**Inform** students about your on-campus events and jobs

**Build** on your success by facilitating an efficient recruitment process

## Student Career Centre (SCC) Team

**Jane MacDonald, Manager**

Tel: 902-867-2442 [jsmacdon@stfx.ca](mailto:jsmacdon@stfx.ca)

**Mary-Hawa Turay, Career Advisor**

Tel: 902-867-2296 [scc@stfx.ca](mailto:scc@stfx.ca)

## Directions to the SCC

Traveling east from the Halifax Robert J. Stanfield International airport on the TransCanada Highway, take a left at Exit 33, Antigonish. You are now on Church Street. At the set of lights, go straight. Continue down Church Street to the three-way stop. Take a left at the three-way stop, turning onto St. Ninian Street. Travel up St. Ninian Street to St. Ninian's Cathedral. The Gerald Schwartz School is the building beside the Cathedral (on the right). [http://www.mystfx.ca/campus/printable/print\\_campusmap.pdf](http://www.mystfx.ca/campus/printable/print_campusmap.pdf)

## Academic Department Information

St. Francis Xavier University is a primarily undergraduate university that has a unique brand of education that optimizes learning: innovative teaching, top facilities, and amazing opportunities for personal growth. Academic departments at St. Francis Xavier University:

Anthropology	Chemistry	Graduate Studies	Nursing
Aquatic Resources	Classical Studies	History	Philosophy
Art	Computer Science	Human Kinetics	Physics
Biology	Development Studies	Human Nutrition	Political Science
Business	Earth Sciences	Information Systems	Psychology
Canadian Studies	Economics	Math & Statistics	Religious Studies
Catholic Studies	Education	Modern Languages	Sociology
Celtic Studies	Engineering	Music	Women's Studies
	English		

If you are interested in learning more about any of our programs, please contact the SCC and we will connect you with a faculty member from the department of interest.

## Cooperative Education Department

If you are interested in hiring StFX Co-op students, please contact

**Jane MacDonald Acting Program Manager** **Ashley Kowalewski, Co-op Advisor**

Tel: 902-867-2442

902-867-5359 co-op@stfx.ca

Fax: 902-867-5255

<http://www.mystfx.ca/academic/co-op/>

## Important Dates to Remember 2010-2011

When booking an information session/kiosk, please be aware of our breaks, and midterm and exam schedules, as these events impact student turnout. Employers can visit campus after Monday, September 14<sup>th</sup>, 2010.

### September

Thu. 9 Fall term classes begin

### January

Tue. 4 Second term classes begin

### October

Mon. 11 Thanksgiving Day, no classes

Tue. 12 October quiz period begins, ends Oct. 25

### February

Mon. 21 Midterm recess begins

Mon. 28 Classes resume

### November

Thu. 11 Remembrance Day, no classes.

### December

Tue. 7 Last day of classes for first term

Thu. 9 Term examinations begin

Sun. 12 Fall Convocation

Sat. 18 Christmas recess begins after last examination

### April

Wed. 6 Last day of classes

Mon. 11 Final examinations begin

Thu. 21 Last day of examinations

### May

Sun. 1 Spring Convocation

## Booking Information Sessions & Kiosks

To facilitate a seamless recruitment campaign, the SCC will proactively inform students about your information session. We will also arrange times, rooms, and inform the student body of your visit. We require a minimum of 5 business days to book an information session.

### Location and Technology

Starting in 2010, the information sessions will be booked in the new Gerald Schwartz School of Business and Information Systems. The lecture-style rooms are equipped with a media projector, computer, and screen. The SCC can provide employers with a temporary username and password to use the StFX network. The classrooms can accommodate from 5 to 200 individuals. There is no fee for booking a classroom.

Please note: StFX classes: 50 minute classes begin at quarter past the hour and 75 minute classes begin at 15 or 45 minutes past. When we schedule an information session, they will begin at the same time as scheduled classes.

### Booking in the Student Union Building (Bloomfield)

As of February 2008, employers are charged a fee to rent spaces/tables. Please contact the SCC in September 2010 for the fee schedule. The optimal days to host a kiosk are Tuesdays to Thursdays. Typically, students have full class schedules on Mondays. Additional information can be found on StFX Conference Services website <http://conference.stfx.ca/>



### Booking in the Keating Millennium Centre (KMC)

The KMC is a more formal setting. There is a fee to book space at the KMC. The SCC will notify you at the time of booking the cost. Conference Services website <http://conference.stfx.ca/>

## Booking Interview Space

The SCC has three interview rooms for recruiters to use. Two rooms offer standard table and chair format. Rooms can hold up to four interviewers comfortably. Each room is equipped with a telephone & Internet access.

## Catering Information

It is the responsibility of the employer to arrange food service requests by contacting the on-campus catering service:

Sodexo Catering Office (where possible - 5 days prior to event date)  
Helen Mattie, Catering Manager  
Tel: (902) 867-3429 E-mail: hmattie@stfx.ca  
Catering Menu: <http://www.stfx.ca/mealplans/Guidelines.html>

Please note: if the event is cancelled, it is the responsibility of the Employer/Organization to notify Sodexo. When ordering, please ask about the Sodexo cancellation policy.

## Making the Career Connection Event

In partnership with the StFX Enterprise Development Centre (XEDC), and StFX Cooperative Education Program, we host an annual career fair followed by a delicious supper to connect business owners and students. This event brings third and fourth year students together with employers from across Canada. You will have a chance to market your organization to students. Please contact the SCC in September for event date.

[www.mystfx.ca/events/mcc](http://www.mystfx.ca/events/mcc)

## Employment with a Difference

Employment with a Difference provides employers/recruiters the opportunity to visit our adaptive technology centre to learn about the latest programs available to assist persons with disabilities. Tours can take from 15-45 minutes, depending on scheduling. The adaptive technology centre is located in the Student Union building.

If you are interested in speaking with someone about adaptive technologies in the workplace, please contact Elizabeth Kell, Resource Educator, 902-867-5349 [ekell@stfx.ca](mailto:ekell@stfx.ca)

## Hiring International Students

*This information is subject to change. Contact Citizenship and Immigration for current information. The CSECD does not guarantee the accuracy of this information.*

### Off-Campus Work Permit Program

The Off-Campus Work Permit Program allows certain foreign students to work off campus while completing their studies. To work off campus, a student must apply for a work permit. Students are not permitted to begin to work off campus until they have received their work permit. The work permit authorizes the student to work up to 20 hours per week during regular academic sessions, and full time during scheduled breaks (for example, winter and summer holidays, and spring break).

### Post-Graduation Work Permit Program

*NEW CHANGES as of April 21, 2008*

International students can obtain an open work permit under the Post-Graduation Work Permit Program, with no restrictions on the type of employment and no requirement for

a job offer. In addition, the duration of the work permit has been extended to three years across the country. Previously, the program only allowed international students to work for one or two years, depending on location.

The increased flexibility offered by the expanded program will benefit graduates and employers alike, as the program will help international students get important work experience while responding to Canada's labour market needs. Canada will benefit in the long run as the professional experience gained will help graduates meet the requirements to stay permanently in Canada.

For information, visit the Citizenship and Immigration Canada website:  
<http://www.cic.gc.ca/english/study/work-postgrad.asp>  
<http://www.cic.gc.ca/english/department/media/releases/2008/2008-04-21.asp>

Additional information about the Off-campus Work Permits, please contact StFX's International Student Advisor, Brenda Berthiaume, [bberth@stfx.ca](mailto:bberth@stfx.ca) or 902-867-3678. Brenda is the Designated Institutional Representative.

## **CACEE Guidelines for Ethical Recruitment**

Canadian Association of Career Educators and Employers (CACEE)  
This document sets out guidelines for ethical recruitment at post-secondary educational institutions. These guidelines provide a framework for the professional relationships between employers, students, third party recruiters, and career educators. The guidelines are based on industry research, have been generally agreed upon by employers and educators, and are advocated by CACEE for national implementation. Website: [http://www.cacee.com/files/CACEE\\_Ethical\\_Guidelines\\_EN\\_May\\_07.pdf](http://www.cacee.com/files/CACEE_Ethical_Guidelines_EN_May_07.pdf)

## **Antigonish 101**

### **Accommodations**

The following link includes descriptions of the bed and breakfasts options, hotels, and motels located in Antigonish Town and County.  
<http://www.antigonishrda.ns.ca/links-tourism-accommodations.htm>

### **List of hotels & motels within the town limits:**

Antigonish Victoria Inn	Main Street	Tel: 1-800-706-5558
Chateau Motel	Post Road	Tel: 902-863-4842
Greenway Claymore Inn	133 Church St.	Tel: 902-863-1050
Maritime Inn Antigonish	158 Main St.	Tel: 902-863-4001
Welcome Inns of Canada	41 James St.	Tel: 902-863-4212

## Restaurants (within the town limits)

For a complete list of restaurants, visit <http://www.antigonishrda.ns.ca/directory.asp>

Alcove Bistro & Lounge  
76 College St. Tel: 902-863-2248

Boston Pizza  
135 Church Street Tel: (902) 867-3444

Chuggles Restaurant & Bar  
25 James St. Tel: 902-863-1957

Dairy Queen  
155 Church St. Tel: 902-863-2330

Dragon Fly Café  
Hwy #4 Lower South River Tel: 902-863-2574

Gabrieau's Bistro  
350 Main St. Tel: 902-863-1925

Greco Pizza Donair  
21 James St Tel: 902-863-2200

Harbour View Café & Restaurant  
Route 357 Antigonish Co Tel: 902-867-1123

Kentucky Fried Chicken  
9 James St Tel: 902-863-2377

Lobster Treat Family Restaurant  
241 Post Rd. Tel: 902-863-5465

Lochinvar Dining Room  
133 Church St. Tel: 902-863-1050

Main Street Café  
158 Main St. Tel: 902-863-4001

McDonald's Restaurant  
James Street Tel: 902-863-4484

Moonlight Restaurant  
210 Main St. Tel: 902-863-3667

Mother Webb's  
Lower South River

Myers Tea Room  
235 Main St. Tel: 902-863-4293

Pat's Place Bar & Restaurant  
42 James St Tel: 902-863-6019

Piper's Pub  
33 College St. Tel: 902-863-2590

Pizza Delight  
348 Main St. Tel: 902-863-3111

Snow Queen Family Restaurant  
21 James St. Tel: 902-863-4890

Subway Restaurant  
46 James St. Tel: 902-863-8373

Sunshine On Main Café  
Main Street Tel: 902-863-5851

Tall & Small Cafe  
342 Main St. Tel: 902-863-4682

Tim Hortons  
45 James St. | 219 Main St. | 34 Main St. Tel: 902-863-2244

Wheel Pizza & Sub Shop  
382 Main St. Tel: 902-863-4565

Wong's Restaurant  
232 Main St. Tel: 902-863-3596