

STMU CAREER ADVISING

Career Advising Syllabus



CONTACT

Location

Main Floor,
Administration Building

Email

career.services@stmu.ca

Office Hours

M-F: 9:00am - 4:00pm
(by appointment)

OUR PURPOSE

Career Advising supports you in identifying and pursuing your career goals by providing insight, skills development and labour market expertise. We provide you with the roadmap to determine what sort of career will suit you well into the future, and the fundamentals for how to promote yourself, pivot, and adapt to changing industries and conditions. Career Advising also actively supports your employment as a student with resume and cover letter reviews, interview prep, and networking advice.

ADVISORS

SPENCER WISHART

Career Advisor
& WIL Coordinator
(he/him)



LEARNING OUTCOMES

By participating in the career advising process, students will be able to:

- Research careers and industries with confidence to find future pathways that match their skills, values and interests
- Identify job requirements and plan their education, work, and volunteer experience to become a more competitive applicant
- Develop resumes and cover letters as well as the fundamentals needed to continue to update these documents throughout their careers.
- Network with professionals to find new opportunities, receive mentorship and guidance, and connect with others.
- Find part-time and seasonal work to support their education.

SUMMER JOB HUNT?

The StMU Employment & Volunteer fair happens every Winter semester! Keep an eye out for info in January and February so you don't miss it!

CAREER ADVISOR AND STUDENT RESPONSIBILITIES

Advisor Responsibilities

- Create a safe and confidential environment to discuss future planning, concerns, and goals.
- Provide accurate information about how to attain certain careers - including necessary experience and post-graduate education.
- Openly discuss labour market changes, including growing or shrinking fields and the impact of AI on job availability.
- Support resume and cover letter writing through best practices, editing, and sample documents.
- Prepare mock interviews to develop confidence, communication, and self-promotion skills.
- Actively listen and refer students to campus resources for assistance such as the Learning Centre, Counselling, Financial Aid, Academic Advising, etc. as necessary.

Student Responsibilities

- Take ownership of your career journey and future.
- Be proactive and seek help when needed.
- Come prepared with questions and ideas.
- Research job options available with your specific degree.
- Inform advisors of changes to your contact information, program plans or career goals.
- Educate yourself with the resources and support services available on campus.
- Have realistic expectations for your career goals and competitive requirements for future programs.
- Cancel or reschedule appointments when you are no longer able to attend by emailing career.services@stmu.ca.

CAREER ADVISING APPOINTMENTS

Career advising appointments are available to all StMU students and alumni. Student and alumni can book an appointment using the Booking tab on Self-Service or by emailing career.services@stmu.ca. Resume and cover letter support is available over email without requiring a meeting and is recommended for those actively job hunting.



TRYING TO FIND THE RIGHT CAREER?

StMU Career Advising now offers the Strong Interest Inventory Career Assessment. This is a comprehensive, detailed career assessment that provides guidance, insight, and research-backed suggestions for long-term job satisfaction.

How it Works:

- Email Us: Send a note to career.services@stmu.ca asking for the Strong Interest Inventory
- Take the Assessment: On your own time complete a 30-45 minute online questionnaire
- Review the Results: Meet 1-on-1 with a Career Advisor to look through your report
- Cost: \$40

LATE ARRIVALS AND CANCELLATIONS

Appointments can be cancelled or rescheduled through the Microsoft bookings confirmation email or by emailing career.services@stmu.ca. Students should inform career advising as soon as possible if they are unable to attend or will be late to their appointment. Should students arrive more than 10 minutes past their scheduled appointment time, there is no guarantee all required material can be covered therefore advisors may require students to rebook.

PRIVACY STATEMENT

Any information collected, used, disclosed by the Career Advising Office is protected in accordance with Alberta's Personal Information Protection Act and St. Mary's University Privacy Policy. If you have any questions about the collection and use of this information, contact the Privacy Officer at 403.254.3132 or privacy@stmu.ca.



CAMPUS RESOURCES

Service	Location
<u>Accessibilty Services</u> _____	C114
<u>Athletics and Recreation</u> _____	C100
<u>Awards</u> _____	Administration Building
<u>Bookstore</u> _____	Heritage Centre
<u>Campus Ministry</u> _____	M109
<u>Counselling</u> _____	C115
<u>Financial Aid</u> _____	Administration Building
<u>Indigenous Initiatives</u> _____	C127
<u>Library</u> _____	St. Basil's Hall
<u>Peer Tutors</u> _____	C111 (by appt)
<u>Student Association</u> _____	Student Association Building
<u>Testing Centre</u> _____	B104