



NORTH ISLAND
COLLEGE

Employment Resource Centre (ERC)
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Beginning Your Pathway to Employment
Information gathered from NIC, UVIC, UBC, & SFU and web resources

1. Understand what core competencies (knowledge, skills and attributes) you bring to the work force with a University degree.

General

Written and oral communication	Teamwork
Project and task management	Commitment to quality
Managing information	Professional behaviour
Research and analysis	Social responsibility
Personal management	Continuous learning

Specific to Sociology

Problem solving & critical analysis skills	Ability to organizing information, data, ideas and materials effectively
Experience making logical and reasoned arguments supported with examples & proof	Research skills, including the ability to understand & apply basic methodologies to solve problems
Understanding of local, national and global issues, including the skill to analyze problems according to these levels	Interpersonal communication and work skills
Demonstrated familiarity with the major concepts, theoretical perspectives, empirical findings and historical trends in this & related disciplines	Ability to understand the important historical moments and events that have influence contemporary society
Understanding of the relationships between individuals and society	Understanding of engaging issues, problems, and struggles of our time,
Ability to communicate information clearly & concisely in written form	Ability to interpret and synthesize information from a variety of perspectives

2. Consider variety of jobs related to your studies (some of these require further training). These are only *some* of the jobs one might pursue with a Sociology degree.

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|--------------------------------|---------------------------|------------------------|
| *Human Resource Specialist | *Social Policy Analyst | *Border Service Agent |
| *Market Research Analyst | *Legal Professional | *Volunteer Coordinator |
| *Social Worker | *Community Activist | *Teacher/Professor |
| *Researcher/Research Assistant | *Data Analyst | *Teaching Assistant |
| *Editorial Assistant | *ESL Instructor | *Information Officer |
| *Emergency Planner | *Student Advisor | *Residence Worker |
| *Youth Outreach Worker | *Project Manager | *Fundraiser |
| *Marketing Assistant | *Human Rights Advocate | *Event Coordinator |
| *Personnel Coordinator | *Human Rights Officer | *Immigration Officer |
| *Foreign Service Officer | *Rehabilitation Counselor | *Probation Officer |
| *Urban/Regional Planner | *Economic Development | *Juvenile Court Work |
| *Equal Opportunity Specialist | *Public Health Admin | *Police Officer |
| *Marriage/Family Therapist | *Child Development Work | *Public Health Admin |
| *Homeless/Housing Worker | *Advocate | *Addictions Worker |

Occupational Destinations for Sociology BAs in Broad Labour Market Sectors

NB: The following is a reproduction from UBC Dept of Sociology newsletter 'Think Sociology' (Fall 2013). This list only represents some of the many occupational possibilities for Sociology degree graduates.

Business

Actuary
Administrative assistant
Advertising officer
Computer analyst
Consumer relations
Data entry manager
Human resources specialist
Insurance agent
Merchandiser/purchaser
Personnel officer
Production manager
Project manager
Public relations officer
Publishing officer
Quality control manager
Real estate agent
Sales manager
Sales representative
Technical writer

Community Affairs

Addictions counseling
Adoption counseling
Caseworker
Child development
Community organizer
Environmental organizer
Family planning
Fundraising
Gerontologist
Group home programmer
Health outreach worker
Homeless/housing worker
Hospital administration
Housing coordinator
Marriage/family counseling
Occupational/career counseling
Public health worker

Rehabilitation work
Residential planning
Social assistance advocate
Welfare counseling
Youth outreach

Government

Affirmative action work
Community affairs
Data analyst
Development aide
Foreign service work
Government department analyst
Human rights officer
Information officer
Legislative assistant
Office worker
Personnel coordinator
Policy researcher

Social Research

Census officer/analyst
Consumer researcher
Data analyst
Demographer
Market researcher
Social research specialist
Survey researcher
Systems analyst

Teaching/Education

Admissions counselor
Alumni relations
Continuing studies
Post-secondary recruitment
Public health educator
Records and registration
Student development
Teacher
Teachers' aide

3. Consider the variety of professional and graduate programs you can pursue with a Sociology Bachelor's degree.

*Teacher's College

*M.A. programs

*Certificate programs

*Law school

*Medical school

4. Explore Your Options

- If you have not decided what specific direction to take there are many resources available at the college to assist you. For instance, you could book an appointment with our Counsellor for formal Career Testing or you can make an appointment with the Employment Service Advisor to create an individualized plan or expand more on what type of jobs sociology will prepare you for.
- Students can access www.careercruising.com username: nic, password: comox for Courtenay students and username: nic, password: cr for Campbell River students to explore careers. This website includes three assessments (such as career matching), a portfolio option, and job search assistance advice.
- For current job descriptions, career information, key employment trends, and more for occupations within BC check out www.workbc.ca.
- To learn more about what the Government of Canada provides in terms of career/job search support to students visit <http://www.youth.gc.ca/eng/home.shtml>.
- Websites for College/University job postings and career information include <http://www.jobpostings.ca> and <http://www.careeroptionsmagazine.com/jobs/>

5. Begin a Path in the Right Direction

Network

- Share your career goals and interest with friends, family, professors, and acquaintances. You never know who might have a lead on a job opportunity for you! (For ideas on how to network please see an additional handout or make an appointment with the Employment Service Advisor).

Conduct an information interview or attend a career panel

- Ask one or more professional doing the job you are interested in key questions to help better understand this career path. Information interviews can be done formally or informally in person, on the phone, via email, skype, or appropriate social media. This is a fantastic tool for making contacts in the industry and to learn about specific jobs in your field. (Handout provided).

Volunteer

- Selectively choose a volunteer situation to provide you with a great opportunity. For example, if you are a website designer then chose a nonprofit organization you believe in that you feel needs to have a website presence. Offer to build the website for free if you can do the following – put your name on the website (website designed by....) and obtain a glowing reference for future employers.
- To volunteer in the Comox Valley visit the volunteer centre at www.valleylinks.net, in Campbell River <http://volunteercr.ca/>, to explore volunteer opportunities across Canada visit www.govolunteer.ca

Gain Experience

- Consider adding experiential learning to your education. Programs such as Co-operative Education, Practicums, Work Experience Programs (Directed Field Studies), volunteer, or actively participating in clubs, unions, and organizations can enhance your ability to be hired after graduation.

6. Explore job postings

For a sampling of job boards to start with try the following:

Socio Web	www.socioweb.com
Government Service Jobs	www.jobsetc.gc.ca
Work in Culture	www.workinculture.ca
Education Canada	www.educationcanada.com
Simply Hired	http://www.simplyhired.com/a/jobs/list/q-sociologist
Media Job Search	www.mediajobsearchcanada.com
Charity Village	www.charityvillage.com

Visit your Employment Resource Centre (ERC) for more websites related to your specific career choice.

7. Prepare for your job search

- Customize your resume and cover letter, polish your interview skills, and determine your job search approach. For templates, examples, and one-on-one assistance, contact your Employment Service Advisor in the ERC.