

HIRING CO-OP STUDENTS

in the Humanities & Social Sciences

Benefits of Hiring a Co-op Student

Trent students are problem-solvers, critical thinkers, and excellent communicators. Our co-op students venture out in their upper years and are eager to take on new learning experiences. With our university-wide Indigenous Course Requirement, our students gain a foundational understanding of the history, cultures, and knowledge of Indigenous peoples which is an essential perspective they can bring to your organization. Hosting a Trent co-op student allows you to instill core skills and expertise early and will benefit your future recruitment and hiring efforts.

Steps to Hiring a Co-op Student

1. Employers post their positions on the Co-op Job Board on the Student Experience Portal (SEP).
 - To create an employer account visit trentu.ca/sep.
2. Job applications are sent to employers one by one or after their position closes.
3. Employers can invite candidates to interview by:
 - Reaching out to the candidate(s) directly
 - Contacting a member of the Co-op Team
 - Organizing an Interview schedule on the SEP
4. Employers complete a midterm and final evaluation on the student's work term experience.

Co-op work terms are:

- Paid by the employer
- Full-time, roughly 35 hours/week
- 12-16 weeks in duration or at least 420 hours
- Perfect for short-term or seasonal projects

Co-op students are available to work in the Summer and Fall.

	Fall	Winter	Summer
Year 1	Study Term 1	Study Term 2	Study Term 3
Year 2	Study Term 4	Study Term 5	Work Term 1
Year 3	Study Term 6	Study Term 7	Work Term 2
Year 4	Work Term 3	Study Term 8	

Work Term Schedule

Co-op Employer Responsibilities

- Provide position-specific training and orientations, including all workplace policies.
- Ensure there is WSIB or alternative insurance coverage for the position.
- Have a dedicated supervisor to oversee the student's work and provide feedback.
- Pay the student for their time and treat them as an employee.
- Complete mid-term and final evaluations of the student's performance.
- Communicate with the Co-op Team as needed.



Skills That Stand Out

Analyzing and Developing Solutions	Fostering Innovation
Collaborating and Delivering Presentations	Organizing and Leading
Conducting Research	Taking Initiative
Designing and Creating	Troubleshooting and Resolving Issues
Engaging in Strategic Planning	Writing and Editing



Sample Work Areas

Arts & Culture	Evaluation & Research	Policy Analysis
Community Engagement & Development	Health Promotion	Public Relations
Community Health	Hospitality & Tourism	Settlement Services
Conservation	Human Resources	Social Services
Content Creation	International Development	Theatre & Film
Corrections	Labour Relations	Victims Services
Environmental Planning	Media & Communications	Writing & Editing
Equity, Diversity & Inclusion	Museums & Archives	Youth Programming

Programs Available

Ancient Greek & Roman Studies	English Literature	Indigenous Environmental Studies
Anthropology	French Studies	Indigenous Studies
Archaeology	Gender & Social Justice	Media Studies
Arts & Science	Global Development Studies	Philosophy
Canadian Studies	History	Political Studies
Criminology	Human Rights & Global Justice	Sociology
Cultural Studies		

Posting Timelines

Upcoming Work Terms	Preferred Posting Timeline	Work Term Start
Summer 2025	January - February 2025	May 2025
Summer 2026	January - February 2026	May 2026
Fall 2026	May - June 2026	Sept 2026

