

International | Canadore Pathways to Success

Applying for Jobs

Applications, Resumes, Interviews, and Following Up

Land Acknowledgement



As we start this module, we at Canadore College want to take a moment to acknowledge the land we are on. We do this to show respect and gratitude for the Indigenous people who have lived here for many generations.

Canadore College is located on the traditional territory of the Anishinaabeg people, within lands protected by the Robinson Huron Treaty of 1850. This land has been home to the Nipissing First Nation since time immemorial.

We want to recognize the importance of the land we call home. This is part of our commitment to building better relationships and understanding between nations, and to learning more about the local Indigenous peoples and their cultures. Across Canada, we acknowledge the land of the Inuit, Métis, and First Nations people.

What Is A Job Posting



A job posting is an advertisement by an employer usually to the public that a position is available within the organization.

Job Postings Usually Involve:

- A summary of the Job
- Description of the key duties and responsibilities
- Information about the employer; its working conditions, and information on the relationship between the role and employer
- Requirements: Education, experience, skills, required documents
- Instructions on how to apply and criteria for successful applicants

Internal job postings are posted for limited applications usually only open to current employees

External job postings are posted on public facing website or job board for anyone to apply

Job Title: International Student Navigator

Department: International

Location: Commerce Court Campus (60 Commerce Cres), College Drive Campus (100 College Drive),

Status: Temporary, part time

Contract Duration: May 29 - August 31, 2026

Hours Per Week: 20 Hours

Pay Rate: \$17.95 + 6% Vacation Pay

Application Deadline: June 30, 2026

Position Description

The International Student Navigator supports the day-to-day operations, student engagement initiatives, and events within the International Department. This position serves as a front-line point of contact at both the College Drive and Commerce Court campuses and plays an important role in creating a welcoming, supportive, and engaging student experience.

The successful candidate will provide first-level customer service and email support through the International Department inbox, prepare written responses to inquiries, and redirect requests as required. The role also supports the planning, promotion, setup, and execution of departmental events, cultural celebrations, information booths and student engagement activities.

This position requires a proactive and resourceful individual who is comfortable working both independently and collaboratively. The ideal candidate demonstrates initiative, strong communication skills, professionalism, empathy, and a willingness to contribute to the broader goals of the International Department. The successful candidate will be expected to assist with projects and responsibilities with minimal supervision while maintaining a positive and student-focused approach.

Key Elements of a Job Posting



A Job Posting Usually Involves Key Elements You Can Identify

Job Title: International Student Navigator		Position Title
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Skills • Minimum GPA of 3.5 required. • Must be a current or returning Canadore College student. • Must have completed at least one semester at Canadore College. • Experience planning or supporting small to large-scale events, cultural celebrations, student engagement initiatives, etc. • Strong written and verbal communication skills with the ability to prepare to student inquiries. • Strong customer service skills. • Ability to work independently, take initiative, and contribute beyond assigned tasks. • Strong organizational and time-management skills. • High level of resourcefulness. • Sound judgement, problem-solving skills. • Ability to work collaboratively while also managing independent responsibilities. • Comfortable engaging with students in a front-facing environment and assisting with outreach, promotional booths, and event activities. • Demonstrated empathy, professionalism, discretion, and ability to work with sensitive and confidential information. • Experience using Microsoft 365 applications, including Outlook and Word.		Hard Requirements
		Soft Requirements

Canadore College is committed to inclusion, diversity, equity, and accessibility.

Interpreting a Job Posting



After identifying the parts of a job posting, the next step is understanding what each part tells you about the employer's needs.

When reading a posting, look at each section and ask:

- What does the position information tell me about schedule, location, pay, and availability?
- What does the description tell me about the daily work?
- Does the job description tell me about the kind of candidate the employer is looking for?
- What hard requirements must I meet before applying?
- What skills or qualities does the employer seem to value?
- What experience should I highlight in my resume or cover letter?
- What barriers do I need to plan around before applying?
- What questions should I ask before accepting an interview or offer?

Key Point:

A job posting is not only a list of details. It helps you understand what the employer needs and how to decide whether the job is a good fit.

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What This Means For Your Application



Once you understand what the employer wants, your application should show how your real experience matches the role.

Use the job posting to decide:

- What skills and experience to highlight in your resume
- Which examples best match the job description
- What requirements you need to mention clearly
- What availability, certifications, or experience may matter
- What to explain in your cover letter
- What questions you may need to ask before accepting an interview
- Whether the job is a realistic fit before applying

Key Point:

Your application should not be general. It should clearly show the employer that you understand the role and can connect your real skills, experience, and availability to what they need.



What Should You Do Next?

Before the next video, find one job you might want to apply for; try to identify what key skills, features, and requirements the employer is looking for

Next Video: Building your Resume

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Monday & Friday: 60 Commerce Cres, E100
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