



Job ops ads at CAPS

Students who worry ahead, beyond the school year, to trying to find a job for the summer or after graduation, can find help from Career and Placement Services (CaPS). CaPS offers a variety of services for job-hunting students, and, in most cases, they are free.

Throughout the academic year, a variety of faculty specific workshops are held to assist students in their search for degree related employment. There are workshops on resume preparation and skills assessment, as well as interview skills and job searching.

Staff consultants are also available to address your career planning concerns. Whether you're looking

for someone to critique your resume or assist you in locating career information, staff members are always ready to help you. CaPS has also developed FOCUS, a career planning book designed specifically for students in your faculty.

Job opportunities for students are also advertised in the CaPS Resource Room, located on the fourth floor of SUB. CaPS has many other services available including a resource library designed to assist students and alumni in their job search.

Students should watch for posters giving information about the various workshops, and should visit the office in SUB for information about the other services.

Library offers orientation

Need a leg up on the ladder of academic success? The Library may be able to help. Starting September 7, classes teaching effective library use will be available to students. The Library Skills program offers a series of four classes to familiarize students with features unique to the U of A Library system, its online catalogue, and techniques to access the periodical literature.

Each of the four sessions is approximately one hour long. Attendance slips will be provided to meet the needs of instructors who require proof of attendance.

The Library Skills I session uses slides and lecture format to explain the way that the U of A Library collects, stores, and provides access to its collections. Library Skills II and III feature hands-on practice in use of the online catalogue, and Library Skills IV provides an introduction to retrieval of information in magazines and journals.

The program is purposely general in nature, to meet the needs of students from a range of faculties. Instructors may arrange for subject specific library instruction with appropriate subject library.

An investment of four hours could help avoid much of the trial and error process that occurs when students wait until term paper deadlines approach before learning how to use the Library.

Each of the four sessions will be offered a number of times each week, as well as on occasional Saturdays to ensure that all students will be to attend. Classes run until the end of October.

Ask for a schedule at any Library information desk, or from a Students' Union booth — or call 492-4174 for more information.

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