



Faculty Toolkit / Services at a glance resource:

CSC (Career Services & Co-op) provides services to students in order to help them identify their personal career goals and interests, identify and articulate their employable skills, and navigate their way through initial stages of their career trajectory. In addition to providing programming for individuals and groups of students, the department is responsible for the administration of Lakehead's co-operative education program. The members of the department can be found listed together with contact information on www.lakeheadu.ca/careerzone.

Appointments, Events & Employment portal: mySuccess.lakeheadu.ca

[MySuccess](http://mySuccess.lakeheadu.ca) is an important resource that students and faculty can access with their lakehead credentials. It allows students to book appointments, review job applications, and apply for various elements of the co-op program (if relevant to their program).

Appointments can be booked for the following topics

- Career and employment advising
- Co-op advisor/monitor meetings
- Cover letter, resume, and CV review/Job searching tips
- Strong interest inventory

Career Services also conducts numerous workshops, employer networking events, and career fairs over the year. Information about events and registration links can be found in MySuccess.

For more information on how to use MySuccess, please see the MySuccess FAQ document.

Job postings appropriate for a host of programs are available through the job portal. Career Services staff verify that the positions advertised are from real companies by passing requests from companies to post positions through a due diligence fact checking process. That said: all users of the job posting service are encouraged to exercise caution during the job search process and to be alert for the chance of employment fraud. For more information on any of the aforementioned services, please contact careers.coop@lakeheadu.ca.

Events Calendar:

In addition to the events calendar in MySuccess, Lakehead University's [events calendar](#) is an essential resource for students, faculty, and the community. It features university-hosted events as well as those organized by partners and local community members, ensuring easy access to activities that align with diverse interests, academic goals, personal and professional development. Whether enhancing skills, expanding networks, or engaging with the community, Lakehead University's calendar is the go-to platform for staying informed and involved.