

# KINGSTON

— *Economic Development* —

## **Employer Information**

Thank you for your interest in the Queen's Career Apprenticeship: Kingston (QCA: K) program. Dedicated employers such as yourself are improving the economic landscape of Kingston, expanding the local workforce, and connecting with talented new graduates.

Please review the program processes as outlined in this document. Should you have any concerns or questions regarding any of the information, please do not hesitate to contact the Kingston Economic Development Corporation:

Contact: Rob Tamblyn, Business Development Manager - [tamblyn@investkingston.ca](mailto:tamblyn@investkingston.ca)

## **Queen's Career Apprenticeship: Kingston (QCA:K)**

This innovative employment-funded program aims to accelerate the careers of graduating students as well as keeping outstanding talent in the City of Kingston. The program consists of a one-year, salary paid, career apprenticeship, along with mentorship and networking opportunities to ensure success long-term. Businesses receive a maximum grant of \$2,500 per month for the first two and last two months of the apprenticeship (totaling a maximum of \$10,000 per position). As a participating employer, you will have access to a competitive pool of extraordinary talent that can bring energy, creative and critical thinking to your business operation.

### **Why Queen's Students?**

Whether they are pursuing a degree in music while learning multiple languages, or mixing a love of economics and English literature, Queen's Arts and Science students can design personalized degrees in a challenging, innovative environment. Creative Arts, Humanities and Social Sciences encourage analytical, critical, and creative thought, transforming students into informed, responsible, and educated global citizens. This is where tomorrow's professional leaders get their start. The reality is that society needs arts graduates: global-minded, multi-talented leaders who understand the complexity and nuance involved in solving the problems of the 21st century. These future young professionals are critical for the growth of Canada's economy and add significant value to businesses ready to hire them.

### **What Queen's Graduates Offer:**

- Critical thinking and analysis of complex questions

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- Identify nuanced patterns and offer creative problem solving
- Communicate effectively with a variety of audiences and mediums
- Comfortable with ambiguity and demonstrate adaptability
- Manage multiple projects in a timely and organized manner
- Leverage appropriate technology and information system to manage data
- Work with others effectively to achieve goals and understand broader needs of social diversity and inclusion

### **Job Posting**

To submit a job posting to the Queen's Career Apprenticeship: Kingston, the first step will be to contact the Kingston Economic Development Corporation and discuss the position and your ideal candidate. Then you will need to complete a job posting form. Once completed, your posting will be uploaded the Kingston Economic Development website where students can start applying. Below are tips to get your job noticed and increase the number of applications received:

- Applicants will be more attracted to detailed job titles versus generic ones like "program apprentice" or "assistant".
- Include as much detail as possible in your job description.
- Talk about your company! What do you do? What is different about your organization?
- What type of candidate are you looking for? Use descriptive words and emphasize competencies that students can identify with.
- How does this role fit into your organization? Do you have a team this individual will be a part of? What are they working towards?
- What are the responsibilities associated with this position? Are there specific projects? Provide as many as possible!
- What are the qualifications? Do not overload on technical skills. **REMEMBER:** Students are new to the job market but are very willing to learn!

We encourage employers to submit their postings as soon as they are able. The sooner a posting is submitted, the more attention it will receive from applicants.

Please be aware that only graduating students within the 2023/24 (or earlier) academic year with a major in the Arts, Social Science, and Humanities will be eligible to apply to positions in the Queen's Career Apprenticeship: Kingston (QCA: K).

### **Important Dates**

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### Intake 1 (January to April)

- January 1, 2025 - Program opens
- February 28, 2025 - Deadline for employers to submit job postings
- March 31, 2025 - Deadline for students to apply
- April 2025 - Interviews
- May 1, 2025 - Earliest start date for an apprentice

### Intake 2 (May to August)

- May 1, 2025 - Program opens
- June 30, 2025 - Deadline for employers to submit job postings
- July 31, 2025 - Deadline for students to apply
- August 2025 - Interviews
- September 1, 2025 - Earliest start date for an apprentice

### Intake 3 (September to December)

- September 1, 2025 - Program opens
- October 31, 2025 - Deadline for employers to submit job postings
- November 30, 2025 - Deadline for students to apply
- December 2025 - Interviews
- January 1, 2026 - Earliest start date for an apprentice