



workforce
WindsorEssex

SCHOOL TO WORK

A TRANSITION GUIDE

Canada 

EMPLOYMENT
ONTARIO

Ontario 





Workforce WindsorEssex is a workforce and community development board whose mission is to lead regional employment and community planning for the development of a strong and sustainable workforce.

Workforce WindsorEssex is an experienced leader in the development of regional labour market tools, research, guides, and events that create positive change in the local labour market while saving others time and effort. These resources, created in close coordination with employment, education, and industry partners, are designed to help jobseekers, employers, students, and educators, as well as the community, make more informed labour market decisions using locally-responsive, data-rich, and unbiased resources.

To learn more about Workforce WindsorEssex and view our tools and resources, visit

www.workforcewindsor.essex.com



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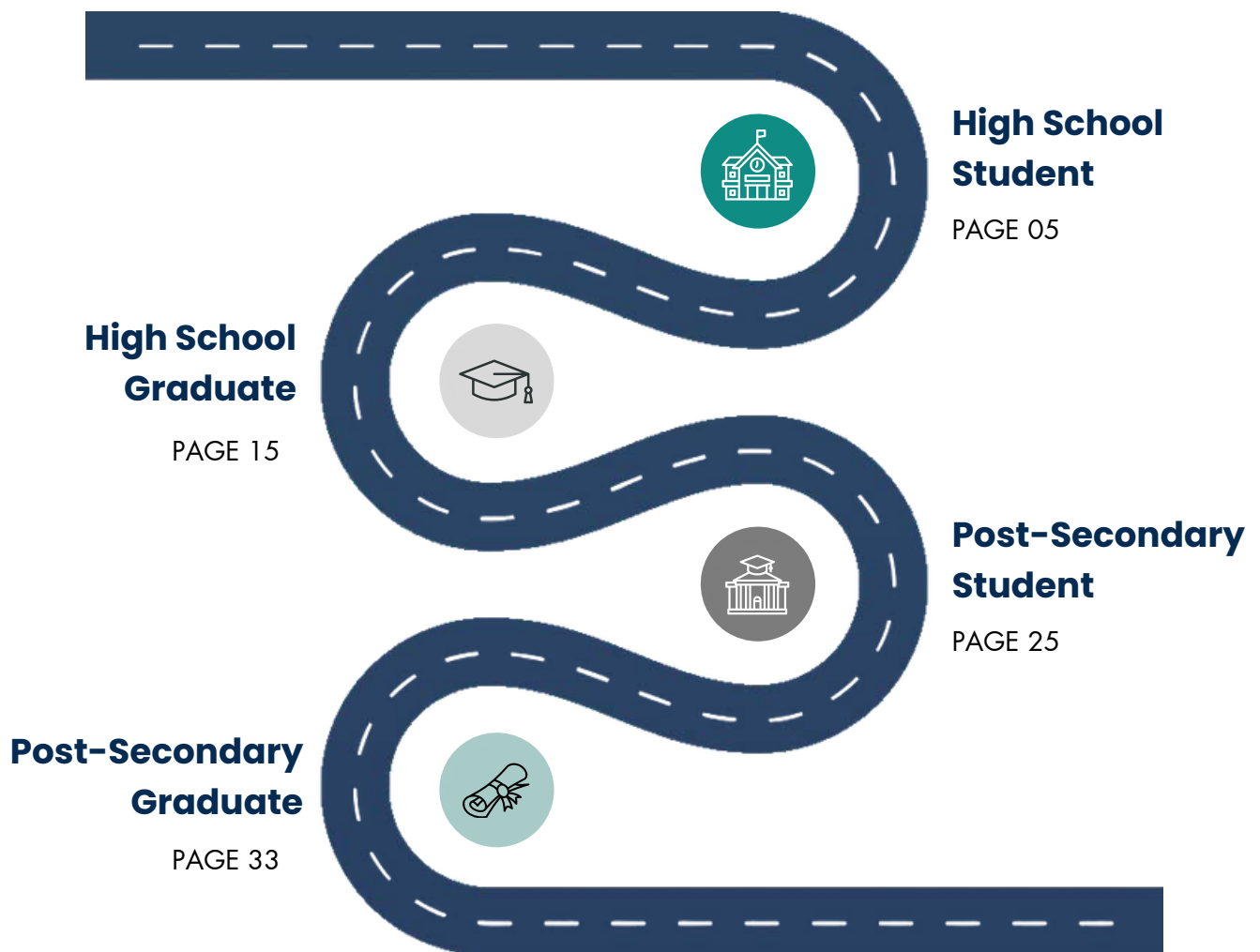
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Introduction

This guide is designed to help you prepare to leave school and enter the workforce. To make the most of this guide, identify your current education level and find some recommendations to help you prepare for your career.





If you are a High School Student...



Your career pathway begins here. It is never too early to begin gaining experience and developing the foundational skills that you will use in your desired career. High school is a time of discovery, growth, and preparation for your future. It's a journey that can be made more fulfilling by trying out different jobs, focusing on volunteer opportunities, and experiencing various work environments. This period offers a unique opportunity to learn about your interests, develop important skills, and set yourself up for a successful career.

Prepare for Your Career

Explore Volunteer Opportunities

- Take the time now to consider volunteer opportunities at community and non-profit organizations, within your school, with sports teams, or by mentoring younger students.
- Be sure to focus your search for volunteer positions on opportunities that align with your long-term career goals and will help you to learn and develop skills that will be applicable in your field.
- Check out Volunteer Opportunities on the [Workforce WindsorEssex Volunteer Opportunities webpage](#)



Build Your Skills and Resume

- As you take on new experiences, be sure to keep track of the skills you are developing and continue to add them to your resume. Building up your list of skills now will set you ahead when you begin looking for summer jobs or long-term employment.
- Start your resume using the [Workforce WindsorEssex Resume Builder Tool](#).



Develop Professional Relationships

- Be sure to foster good professional relationships with your teachers, mentors, and employers throughout your time in school, volunteer work, and employment.
- As you build a strong rapport with your supervisors, consider asking for their permission to list them among your professional references.

Gain Early Work Experience

- Getting your first job while in school can help you start to learn about what a workplace is like, and you can start getting work experience and skills to help you start your future career.
- Look for jobs that are flexible for students, close to your home or school, and that will be a good fit for your interests.

Seek Advice from Others

- When thinking about your future career, talk to people you know about their jobs; this could be parents, neighbours, teachers, or friends.
- Asking about their experiences, what they do on a day-to-day basis, and how they got started will help you decide if a career in that role, company, or sector is something you would like to do.



Explore Opportunities in Co-op

- Take part in co-op to test out a job.
- While you may only be working a few hours a day, it's a chance to get hands-on experience to see if you like that job. It can also be an opportunity to rule out jobs, certain work tasks, or settings that you don't want to work in.



Consider Specialist High Skills Major Program

- Consider joining a Specialist High Skills Major Program at your school in grade 11 or 12.
- Participating will allow you to gain hands-on experience in an industry that interests you and will also provide additional certifications to help you start working with the right skills and learn more about what a career in the industry looks like.



Explore Skilled Trade Pathways

- If you are interested in working in a skilled trade, join the Ontario Youth Apprenticeship Program (OYAP).
- You can start earning work and training hours while still in high school. You can start a work placement in grade 11 that contributes to working toward a Certificate of Apprenticeship or a Red Seal certification, as well as your high school diploma.



Consider Dual Credit and School Within a College (SWAC) Programs at St. Clair College

- If you are unsure of your pathway after high school or are struggling to stay engaged in a classroom environment, you are an ideal candidate for [Dual Credit or SWAC](#).
- Participation will allow you to take a college-level course in your preferred field including Construction, Welding, Character Animation, Customer Service, and more. This course will count both toward your secondary school graduation, and as a credit toward a diploma from St. Clair College.



In-Demand Skills to Develop

- Professional Communication
- Learning and Adapting
- Reading
- Time Management
- Writing
- Work Ethic
- Listening
- Teamwork
- Following Instructions
- Numeracy

These are some of the foundational skills that you will be developing each day in school as you take on the tasks and projects assigned to you. However, you can further practice these skills by engaging in extracurricular activities, volunteering, or practicing mock interviews and professional interactions. Asking a teacher or mentor to practice interviews with you can help to develop your confidence in professional communication, which will be an asset to any position that you chose to take on.



Extracurricular Programs to Develop Your Skills



FIRST Robotics

To develop skills in business and marketing, electrical, mechanical, or computer programming and design, [FIRST Robotics](#) provides high school students with the opportunity to learn hands-on skills and create their own team robot to compete in regional and international competitions. All students are eligible to participate on a school or community team, with many post-secondary schools offering scholarships to team members after they graduate.



Junior Achievement

[Junior Achievement](#) offers programming to help teach financial literacy, entrepreneurship, business, and planning skills to students in grades 3-12. Programs for secondary students include: Pitch Your Vision, Job Shadow: Steps to Getting Hired, Career Accelerator; JA Company Program, Investment Strategies, Personal Finance, [JA Company Program](#), [Investment Strategies](#), and [Personal Finance](#).



Build a Dream

[Build a Dream](#) is a national non-profit organization dedicated to advancing diversity and inclusion initiatives to ensure equitable opportunities for everyone to succeed. To pursue this goal, they focus on providing programming and supports to encourage women to enter male-dominated employment sectors.

In-Demand Certifications You Could be Working Toward

Standard First Aid and CPR

[Standard First Aid and CPR training](#) will provide you with the skills you need to react quickly and effectively in an emergency. You will learn how to assess emergency situations, provide cardiopulmonary resuscitation, follow choking procedures, and call for assistance.

Jobs in childcare, education, and lifeguarding are most likely to require CPR certification, however many occupations consider CPR certification an asset.

Standard First Aid and CPR levels A, B, and C are provided through the Canadian Red Cross and their training partners including Windsor/Essex CPR and First Aid.



Driver's License

An Ontario driver's license authorizes you to operate a motor vehicle. While there are multiple classes of licensing in Ontario, you will begin with working toward your G-class license which authorizes you to drive a car, van, or small truck. However, there is significant demand across Windsor-Essex for certified Class A licensed drivers who are authorized to operate tractor-trailer combination vehicles.

Most occupations consider access to your own transportation an asset to employment. Specific occupations that may require you to be a licensed driver include home care and disability support workers and delivery driver or courier. You must take your driver's test through either the [DriveTest centre or Service Ontario](#) locations.



Food Handler Certification

This two-part [course and exam](#) in food safety will ensure that you know what to do to prevent foodborne illness and how to keep yourself and others safe while working in a kitchen. You will learn proper cleanliness standards and food safety precautions to ensure you are prepared to take on a career in the culinary industry, including as a Cook, Food Counter Attendant, or Chef. Must be 15 years of age.



Vulnerable Sector Check

A vulnerable sector or police background check will allow your prospective employer to view any details on your criminal record with your consent. Any time you are working with vulnerable populations you may be required to have a background check or a vulnerable sector check. These jobs may include teachers, early childhood educators, childcare providers, childcare assistants, and some volunteer positions if you will be working as a volunteer providing support for vulnerable populations.

In Ontario, you can request a police record check from a municipal police service, a First Nations police service, or the Ontario Provincial Police. You must be 18 years of age to undergo a [Vulnerable Sector Check](#).



Windsor Police Service
Record Checks



Babysitting Certification

A [babysitting certification program](#) ensures that you are equipped with the skills necessary to provide care to children and infants. This includes preparing you to follow appropriate procedures in the event of an emergency. Home childcare workers are most often required to have a babysitting or other childcare certification.

The babysitting course is offered through the Canadian Red Cross' training partners, including Windsor/Essex CPR & First Aid Training. Must be 11-15 years old to participate.



In-Demand Jobs You May Be Qualified For



Cashier

NOC 6611

Description:

Cashiers use cash registers and computers to accept payments for items and services in stores, restaurants, theaters, and other businesses.

Skills Required:

Customer service, numeracy, following written and verbal instructions, learning and adaptability, communication, information processing, and conducting transactions.

Median Hourly Wage: \$16.55



Childcare Assistant

NOC 4410

Description:

A Childcare Assistant provides essential support to childcare providers in maintaining a safe, nurturing, and educational environment for children. This role involves helping with the day-to-day care, supervision, and development of children, ensuring their well-being and positive learning experiences.

Skills Required:

Supervision, childcare, teaching and instructing, adaptability, and attention to detail. CPR or other certification may be required.

Median Hourly Wage: \$17.00



Retail Salesperson

NOC 6421

Description:

Retail Salespeople work in stores, selling various goods and services to customers. They can also be employed by wholesalers who sell directly to the public.

Skills Required:

Customer service, attention to detail, merchandising, and selling.

Median Hourly Wage: \$16.55



Construction Trades Helpers and Labourers

NOC 7511

Description:

Construction Helpers and Labourers support skilled tradespeople and perform physical work at construction sites, quarries, and mines. They work for construction companies, labour contractors, and quarry or mine operators.

Skills Required:

Goods and materials handling, coordination, communication, and building and constructing. Special certification and licensing may be required.

Median Hourly Wage: \$21.00



Food Counter Attendants, Kitchen Helpers and Related Support Occupations

NOC 6711

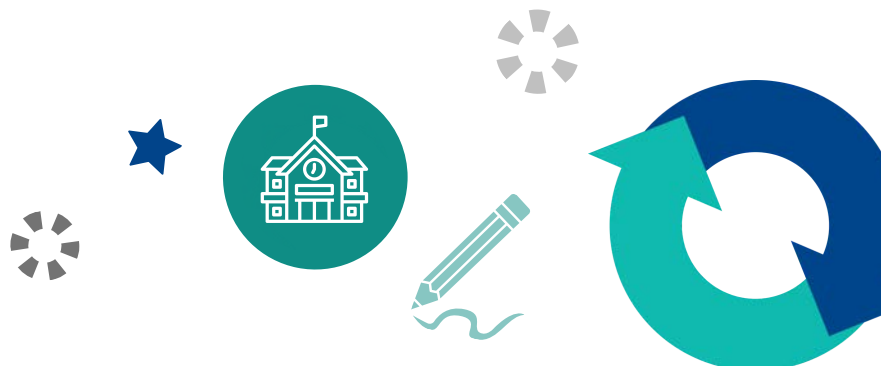
Description:

Food Counter Attendants and Preparers make and serve simple food at counters, while Kitchen Helpers, Food Service Helpers, and Dishwashers assist in cleaning, dishwashing, and other tasks to support those who cook and serve food and drinks.

Skills Required:

Following instructions, food safety, customer service, attention to detail, and food handling.

Median Hourly Wage: \$16.55





If you are a High School Graduate...



As you navigate through your secondary education, embrace the opportunities of co-op and experiential learning. These experiences are more than just credits; they bridge the gap between the classroom and the real world, providing invaluable insights and practical expertise that will shape your future. Seize these chances with enthusiasm, curiosity, and dedication.

Build Your Career

Reconnect with Past Employers

- If you participated in a co-op, apprenticeship, or volunteer opportunity, try reconnecting with past employers or supervisors.
- Let them know that you are available for full-time positions. This can help you get into a company that you are already familiar with and have showcased your skills and experience for.
- If you started an OYAP position while in school, stay connected with your employer to continue your training. If you need to find a new employer to sponsor your training, look for job search support from St. Clair College and local [Employment Ontario](#) organizations.

Verify Certification Requirements

- Your specific career goals may require that you complete a set number of hours of work or pass examinations to be registered as a practitioner. Ensure you understand and confirm any requirements needed to work in your chosen field.
- Where applicable, consider applying to join your local union or industry association representing workers in your sector. This can help you stay up-to-date on new requirements, regulations, career opportunities, and professional development available to members.

Leverage Community Support

- As you reach out to employers in your region, take advantage of support from community organizations and local [employment service providers](#). They can assist you with developing a strong resume and compiling all of the education, experience, and skills you have gained throughout your school career.
- Keep in touch with any professors or supervisors you've built connections with to act as professional and educational references on your future applications.

Look for Career Growth Opportunities

- If you had a job during high school, look at opportunities to move up in that company to a supervisor or manager role. You could also ask if there are other positions you could transfer to if you are interested in a different department, such as sales, finance, or skilled trades.

Volunteer in the Community

- If you are unsure of what your future career could be, volunteer with different organizations that will help you develop skills and gain work experience to put on your resume, including Habitat for Humanity Windsor-Essex, Elections Canada, United Way/Centraide Windsor-Essex County, or Essex Region Conservation Authority. This will also keep you connected to the community and allow you to meet others that may be able to help you find a job in the future.

Specialize Your Job Search

- The in-demand jobs that you are qualified for will now be more specific to your field of study.
- Narrow your job search to suit your qualifications and incorporate all of the skills that you have learned from your education and previous work experience.

Join Peer and Industry Groups

- Find peer or industry groups that will allow you to meet others in your field, share connections for your job search, and make connections to help grow your career.
- These groups can also be helpful if you have moved for schooling or your job and are new to the community.

Pursue Continuing Education

- Be on the lookout for continuing education or short-term training that you can complete when starting your career.
- Acquiring specialized skills, such as certifications, specialty training, or experiential learning opportunities, can set you apart in your career journey and enhance your skills portfolio.

In-Demand Skills to Develop

- **Communication**
- **Organization**
- **Attention to Detail**
- **Leadership**
- **Management and Supervising**
- **Problem Solving**
- **Driving**
- **Building**

As you transition from secondary school into the workforce, it is vital to ensure that you are developing and maintaining the skills you will need to succeed in your career. Consistently, employers are indicating that they have difficulty finding qualified candidates with professional communication skills. Here are some methods to practice and develop your communication skills:

- 1 Practice active listening** - attend meetings and workshops and as you listen, indicate to the speaker or presenter that you are engaged by maintaining eye contact or nodding.
- 2 Practice crafting emails** - begin transitioning some of your communication to an email account that you have devoted to professional use. Practice communicating via email to potential employers and following up on interviews and job applications.
- 3 Practice meeting etiquette** - as you participate in some of your first work meetings, be sure that you arrive prepared by reviewing any provided agenda or materials for the meeting. Arrive dressed professionally and prepared to engage with your colleagues, listen thoroughly, and contribute ideas.



Apprenticeship

As an apprentice, you learn a skilled trade on the job. You work with and learn from experienced workers and get paid while you do it. You also learn in a classroom from instructors who know the trade. This may take place on a college campus or in a union training centre. For most trades, you work for a year and then switch to studying in class for eight to 12 weeks, either full- or part-time. It takes between two to five years to complete an apprenticeship.

To qualify for an apprenticeship, you must: be at least 16 years of age, have legal permission to work in Canada, meet the educational requirements for your chosen trade, and have a sponsor in Ontario.

To learn more about apprenticeship, visit www.ontario.ca/page/start-apprenticeship or explore different trades at www.workforcewindsorsex.com/trades.



Upskilling Opportunities



University of Windsor Continuing Education

- [Electric Vehicle Powertrain Systems](#)
- [Certified Agile Project Manager](#)
- [Certificate in Advanced Front-End Web Development](#)
- [Siemens Mechatronic Systems Certification Program Level 1](#)
- [miniMBA Certificate: Accounting Essentials](#)



St. Clair College

- [Home Inspection Certificate](#)
- [Accounting Studies Certificate](#)
- [Human Resource Studies](#)
- [Manufacturing Leadership Certificate Program](#)
- [Pre-Apprenticeship](#)



Smartserve Certification

Getting [Smartserve Certified](#) will prepare you to work in any environment where alcohol is sold, served, delivered, or sampled, in the province of Ontario. Any job involving the serving of alcohol will require a Smartserve certification, these may include Bartenders, Hosts, Servers, and Caterers. Must be at least 18 years of age.

In-Demand Jobs You May Be Qualified For



Accounting Technician and Bookkeeper

NOC 1311

Description:

Bookkeepers manage a company's money records and ensure accuracy in financial transactions. They handle tasks like tracking money coming in and going out, managing payroll, and keeping financial records up-to-date. Bookkeepers also create regular reports and ensure that all financial entries match up correctly.

Skills Required:

Information management, data entry and processing, advanced numeracy, and digital literacy. A bachelor's degree in finance, accounting, or related field is required.

Median Hourly Wage: \$25.00



Carpenter

NOC 7271

Description:

Carpenters build, set up, fix, and maintain structures using materials like wood and steel. They work for construction companies, carpentry contractors, maintenance departments, or may be self-employed.

Skills Required:

Numeracy, attention to detail, blueprint reading, planning and organization, dexterity and fine motor skills, construction, and installation. Apprenticeship or Red Seal certification may be required.

Median Hourly Wage: \$28.00



Chef

NOC 6321

Description:

Chefs are responsible for organizing and overseeing the cooking process, preparing meals, and creating specialty dishes. They work in various settings such as restaurants, hotels, hospitals, food commissaries, clubs, and even on ships.

Skills Required:

Food safety, management, supervision, organization, coordination, culinary proficiency, and kitchen administration.

Median Hourly Wage: \$21.00



CNC Machinist

NOC 7231

Description:

A CNC (Computer Numerical Control) Machinist runs and programs computer-controlled machine tools like lathes, mills, and grinders to create precise metal or plastic parts. They ensure quality by setting up machines, testing programs, and making adjustments when necessary.

Skills Required:

Fine motor skills, dexterity, coordination, attention to detail, and advanced digital literacy. A four-year apprenticeship and Red Seal certification may be required.

Median Hourly Wage: \$23.00



Electrician

NOC 7241

Description:

Electricians handle the installation, testing, troubleshooting, and repair of electrical systems in various structures. They work on tasks such as wiring, fixtures, and control devices. Electricians can be employed by electrical contractors, building maintenance departments, or work independently as self-employed professionals.

Skills Required:

Blueprint reading, attention to detail, problem solving, drafting technical drawings, and professional communication.

Median Hourly Wage: \$31.00



Food Service Supervisor

NOC 6311

Description:

Food Service Supervisors supervise, direct, and coordinate the activities of workers who prepare, portion, and serve food. They are employed by hospitals and other health care establishments and by cafeterias, catering companies, and other food service establishments.

Skills Required:

Leadership, communication, coordinating and organizing, and supervising.

Median Hourly Wage: \$18.00



Home Support Workers, Caregivers and Related Occupations

NOC 4412

Description:

Workers in Home Support, Caregiving and Related Occupations offer personal care and companionship to seniors, individuals with disabilities, and those recovering from illness. They deliver these services in the client's home, sometimes residing there themselves. These professionals are employed by home care agencies, private households, or may work independently as self-employed individuals.

Skills Required:

Service and care, administering medications, making assessments, planning, and organization.

Median Hourly Wage: \$20.00



Material Handler

NOC 7452

Description:

Material Handlers are responsible for manually handling, moving, loading, and unloading materials or using various material handling equipment. They work for transportation, storage, and moving companies, as well as in manufacturing, processing, and retail or wholesale warehouses.

Skills Required:

Time management and ability to carry 50-100lbs. Forklift certification considered an asset.

Median Hourly Wage: \$19.00



Janitors, Caretakers and Building Superintendents

NOC 6733

Description:

Janitors, Caretakers and Building Superintendents are responsible for cleaning and maintaining both the inside and outside of commercial, institutional, and residential buildings, as well as the surrounding grounds. Building Superintendents in larger establishments not only oversee maintenance but also manage the overall operation of the establishment, often supervising other workers.

Skills Required:

Attention to detail, cleanliness, management, organizational skills, and problem solving.

Median Hourly Wage: \$22.00



Transport Truck Driver

NOC 7511

Description:

Transport Truck Drivers operate straight trucks or tractor-trailers to transport freight. Long-haul drivers cover extensive urban, interurban, provincial, and international routes, while short-haul and local drivers operate over shorter distances. They work for transportation, manufacturing, distribution, and moving companies, as well as trucking employment service agencies, or may choose to be self-employed.

Skills Required:

Driving, time management, communication, navigation, and organization. Class A or class D license required.

Median Hourly Wage: \$30.00





If you are a Post-Secondary Student...



As you transition from your post-secondary education to the professional world, remember that your journey is just beginning. Your academic achievements have laid the foundation, and now it's time to build upon it with real-world experience. Embrace the opportunities that come your way, whether they are through your program, extracurricular activities, or networking. Your time in college or university has equipped you with knowledge and skills, and now you have the chance to apply them and shape your future. Stay focused, stay curious, and be ready to adapt, for the path to your dream career is filled with possibilities and growth.

Prepare for your Career

Connect with Academic Counselors and Career Services

- As you enter post-secondary education, be sure to connect with both your academic counselors and career services at your institution.
- Academic counselors and career services can help you stay on track academically and keep you informed about any additional program-specific opportunities.
- Make use of the career advisory supports in place to help craft a plan that ensures you are prepared for your next steps following graduation.
- Part of this plan can involve determining your intended specialized career goals by investigating the different potential career avenues that relate to your program.

Embrace Extracurricular Opportunities

- Now is a great time to take advantage of any extracurricular opportunities that are presented to you.
- These opportunities could come in the form of student leadership, sports, clubs and activities, volunteer opportunities, and research or graduate assistantships.
- Whether or not the extracurricular program aligns with your ultimate career goals, focus on developing transferable skills that can be an asset to any workplace.

Explore Experiential Learning

- Your program may offer specific experiential learning or exchange opportunities.
- Whether the experiential learning takes the form of co-op, internship, or placement opportunities, required or elective, it may be the crucial asset that sets you apart as a candidate when you transition into your desired career.

Look in to On-campus Employment Opportunities, Career Services, and Internship Programs

- There are many unique on-campus opportunities that may be offered at your institution, now is the time to make yourself aware of these opportunities and take advantage of any work-study programs that you have access to as a student.
- Government programming designed to offer post-secondary students off-campus work and research opportunities are available.



In-Demand Skills to Develop

- **Professional Communication**
- **Teaching and Mentoring**
- **Leadership**
- **Research and Data Analysis**
- **Collaboration**
- **Self-direction**
- **Critical Thinking**
- **Project Management**
- **Independent Learning**
- **Problem Solving**
- **Digital Literacy**
- **Time Management**

Engaging in extracurriculars while you are attending a post-secondary institution will help you to develop the in-demand skills you will need to succeed. Particularly, transferable skills like professional communication, leadership, teaching and mentoring, collaboration, and problem solving can all be practiced as you participate in extracurricular activities. As you learn to balance the time commitments for school, extracurriculars, and potentially employment, you will be developing skills in time management and self-direction that will make you an asset for high-paced working environments.

In-Demand Jobs You May Be Qualified For



Bartender

NOC 6512

Description:

Bartenders mix and serve alcoholic and non-alcoholic beverages. They are employed in restaurants, hotels, bars, taverns, private clubs, banquet halls, and other licensed establishments.

Skills Required:

Memory and recall, inventory management, responsible service, numeracy, customer service, and communication. A Smartservice certification is required.

Median Hourly Wage: \$17.00



Customer and Information Services Representatives

NOC 6552

Description:

Customer and Information Services Representatives respond to inquiries; offer information about an establishment's products, services, and policies; and provide customer assistance, including handling payments and service requests. They work for various organizations such as retail stores, contact centres, insurance companies, and utility companies, spanning both private and public sectors.

Skills Required:

Customer service, verbal and written communication, numeracy, active listening, and problem solving.

Median Hourly Wage: \$17.00



Early Childhood Educator Assistant

NOC 4214

Description:

Early Childhood Educator Assistants offer care for infants and children up to school age, working under the supervision of early childhood educators. They are employed in various settings such as childcare centres, daycare centres, kindergartens, and agencies serving exceptional children, where early childhood education services are offered.

Skills Required:

Teaching, childcare, and lifesaving skills including first aid and CPR certification. A diploma or degree in Early Childhood Education or Development may be required.

Median Hourly Wage: \$20.00



Food and Beverage Servers

NOC 6520

Description:

Food and Beverage Servers take patrons' food and beverage orders and serve orders to patrons. They are employed in restaurants, hotels, bars, taverns, private clubs, banquet halls, and similar establishments.

Skills Required:

Verbal communication, customer service, memory and recall, collaboration, and numeracy. A Smartserve certification may be required.

Median Hourly Wage: \$16.55



Post-Secondary Teaching and Research Assistants

NOC 4012

Description:

Post-Secondary Teaching and Research Assistants assist university professors, community college, and CEGEP teachers and other faculty members in teaching and research activities at universities and colleges.

Skills Required:

Teaching, mentorship, organization, time-management, research and data analysis, and educational support.

Median Hourly Wage: \$25.00



Program Leaders and Instructors in Recreation, Sport and Fitness

NOC 5254

Description:

Program Leaders and Instructors in Recreation, Sport and Fitness guide and teach individuals and groups in recreational, sports, fitness, or athletic programs. They work in various settings, including community centres, sports clubs, fitness clubs, outdoor centres, resorts, healthcare facilities, retirement homes, correctional institutions, government departments, private businesses, and tourism associations.

Skills Required:

Leadership, teaching, recreation sports or fitness ability, and lifesaving skills including first aid and CPR certification. Additional certification in a specific fitness or wellness activity may be required.

Median Hourly Wage: \$18.00



Retail Sales Supervisor

NOC 6211

Description:

Retail Sales Supervisors supervise and coordinate the activities of workers including retail salespersons, cashiers, and visual merchandisers. They are responsible for managing cash registers and ensuring that daily operations continue smoothly by providing support to the workers on their shift.

Skills Required:

Management and leadership, supervision, sales and merchandising, organization, coordination, problem solving, support and guidance, communication.

Median Hourly Wage: \$18.00



Retail Salesperson

NOC 6421

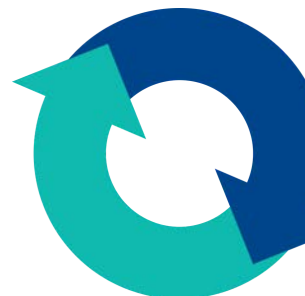
Description:

Retail salespersons sell, rent, or lease a variety of technical and non-technical goods and services directly to consumers. They work for retail stores, businesses, and wholesalers that sell directly to the public.

Skills Required:

Customer service, attention to detail, sales and merchandising, numeracy, organization, interpersonal skills, and communication.

Median Hourly Wage: \$16.55



Work-from-Home Employment

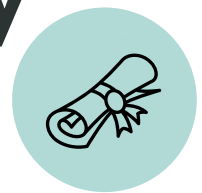
Consider Work-from-Home Employment Positions when Attending School. Find jobs like this using the [Workforce WindsorEssex Job Board](#).

Positions can include:

- **Online Tutor or Teacher**
 - With the growth of online education, opportunities for online tutoring or teaching have increased.
- **Data Entry Specialist**
 - Data entry jobs often involve inputting data into databases, spreadsheets, or other systems and can be done remotely.
- **Project Manager**
 - Some project management roles can be performed remotely, particularly in IT, software development, and digital marketing.
- **E-commerce Specialist**
 - E-commerce professionals manage online stores, product listings, and digital marketing for e-commerce businesses.
- **Medical Transcriptionist**
 - Transcriptionists convert audio recordings of medical professionals into written documents, and this work can often be done remotely.
- **Social Media Manager**
 - Social media managers create and manage content on social platforms for businesses and organizations.
- **Market Research Analyst**
 - Market research professionals analyze data and trends to help businesses make informed decisions about their products and services.
- **Financial Analyst**
 - Some financial analysis work can be conducted remotely, especially tasks that involve data analysis and modeling.
- **Healthcare Telehealth Positions**
 - Given the increase in telehealth services, there may be opportunities for remote healthcare professionals, such as medical billers, coders, and telehealth providers.



If you are a Post-Secondary Graduate...



As you graduate from your post-secondary education and step into the professional world, remember that this is the beginning of an exciting and fulfilling career. Your academic foundation is solid, but it's your internships and experiential learning that will set you on a dynamic path to success. These real-world experiences will shape your professional growth, allowing you to apply your knowledge, learn, and adapt. Embrace the opportunities and challenges, for they are the building blocks of your future. The workforce is where you will leverage your experiential learning, and begin your career.

Build Your Career

Reconnect with Former Employers

- If you participated in an internship, apprenticeship, or volunteer opportunity, consider reaching out to past employers or supervisors.
- Let past employers know that you are available for full-time positions. This can open doors to companies where you've already demonstrated your skills and experience.

Confirm Certification Requirements

- Depending on your career goals, you may need to complete a specific number of work hours or pass examinations to become a registered practitioner.
- Ensure you understand and confirm any requirements needed to work in your chosen field.
- Where applicable, consider applying to join your local union or industry association representing workers in your sector. This can help you stay updated on new requirements, regulations, career opportunities, and professional development available to members.

Leverage Community Support

- As you reach out to employers in your region, make use of support from community organizations. They can assist you in developing a strong resume that showcases your education, experience, and skills gained throughout your academic career.
- Maintain connections with professors or supervisors you've built relationships with, as they can serve as professional and educational references on your future applications.

Utilize Career Services

- Contact Career Services at your college or university for additional guidance and resources. Explore services offered by institutions such as [UWindsor Career Services](#), [St. Clair College Career Services](#), and [Collège Boréal Employment Services](#).

Tailor Your Job Search

- In-demand job opportunities that match your qualifications will now align closely with your field of study.
- Narrow your job search to match your qualifications and include the skills you've acquired through your education and previous work experience.

Connect with Peer and Industry Groups

- Find peer or industry groups that enable you to meet others in your field, share connections for your job search, and make connections to foster your career growth.
- These peer or industry groups can be especially valuable if you've relocated for schooling or your job and are new to the community.

Pursue Ongoing Education

- Keep an eye out for continuing education or short-term training opportunities that you can complete as you start your career.
- Acquiring specialized skills, such as certifications, specialty training, or experiential learning opportunities, can set you apart on your career journey and highlight your skills.

In-Demand Skills to Develop

- **Professional Communication**
- **Information Management**
- **Advanced Numeracy**
- **Management of Deadlines and Deliverables**
- **Critical Thinking and Problem Solving**
- **Synthesizing**
- **Computer Programming**
- **Digital Literacy**
- **Management and Leadership**

Career Transition Programs



University
of Windsor



Windsor–Essex Career Apprenticeship Program (WECAP)

The [Windsor-Essex Career Apprenticeship Program \(WECAP\)](#) offers one-year paid working opportunities to recent graduates at participating businesses with the goal of helping students make a seamless transition into the workforce in Windsor-Essex.

Eligibility:

University of Windsor final year student or recent grad. Must be a graduate of a Faculty of Arts, Humanities, and Social Sciences program. Must be a permanent resident. Must be available and committed to working for the full one-year program period.



Mitacs

[Mitacs](#) powers research and development creation by connecting the private sector with the best post-secondary institutions to solve organizational challenges in Canada and internationally. For 20 years, Mitacs matches participants with a partnering organization to develop a research project.

Eligibility:

Interested students must be enrolled in an undergraduate, graduate, doctoral, or postdoctoral program at an accredited institution. Canadian citizens, permanent residents, and international students over the age of 18 are eligible for paid internship and research positions.

City of Windsor Employment Programs



• **Summer Student Lottery Program**

- The City of Windsor annually hires post-secondary students during the summer break through a job lottery process. Students hired will primarily work outside as labourers, but there may be a limited number of inside positions available.

• **Canada Summer Jobs (CSJ) Program**

- CSJ is designed to assist secondary and post-secondary students by preparing them for their future entry into the labour market with career-related work experience through summer employment. Students must be registered as a full-time student during the preceding year, must intend to return to school on a full-time basis, and be between 15 and 30 years of age.

• **New Beginnings – Summer Jobs for Youth Program**

- This program is designed to help young people aged 15 to 18 gain workplace skills through summer employment. Youth receive job readiness training, employment placement, and post-employment support.

• **Summer Recreation Employment**

- The City of Windsor hires marina attendants, recreation instructors, lifeguards, aquatics instructors, and/or pool supervisors during the summer for recreational programs and facilities.

• **Year-Round Recreation Instructors**

- The City of Windsor continuously recruits for Recreation Instructors. These positions are part-time and allow the City of Windsor to acquire instructors for pre-school, youth, and adult fitness, sports, craft, dance, gymnastics, and other recreation programs.



Upskilling Opportunities



University of Windsor Continuing Education

- Accelerated Project Management Certificate
- Applied Leadership Program
- Introduction to Critical Care
- Constructive Conflict Management Workshop)
- Indigenous People of Southwestern Ontario
- The Fundamentals of Race and Anti-Black Racism



St. Clair College Continuing Education

- Management Studies Certificate
- Office Administration - General Certificate
- Micro-Credential in Leadership and Culture Management
- Pre-Apprenticeship

In-Demand Jobs You May Be Qualified For



Administrative Officers

NOC 1221

Description:

Administrative Officers supervise and implement administrative procedures, set work priorities, analyze administrative operations, and coordinate the acquisition of administrative services such as office space, supplies, and security services.

Skills Required:

Information handling, professional communication, coordination and planning, allocating and controlling resources, invoicing and billing, and data management.

Median Hourly Wage: \$27.00



Business Systems Specialist

NOC 2171

Description:

Business Systems Specialists conduct thorough system tests, generate reports, and create new system architectures. They play a crucial role in identifying a company's strategic objectives and translating them into actionable tasks for the information technology department. These specialists work for information technology consulting firms and within information technology units across both public and private sectors.

Skills Required:

Data management and analysis, problem solving, professional communication, and customer service. An undergraduate degree in computer science, business administration, information systems, or a related discipline or completion of a college program in computer science is usually required.

Median Hourly Wage: \$46.00



Chemist

NOC 2112

Description:

Chemists research and analyze to support industries, develop products and processes, ensure quality, and address various applications like environmental control, medical diagnosis, and biotechnology. They also explore basic chemical and biochemical processes to create new products through theoretical, experimental, and applied research.

Skills Required:

Attention to detail, following instructions, designing and replicating experiments, problem solving, data management, and processing and analysis. A graduate or doctoral degree in a discipline of chemistry is usually required.

Median Hourly Wage: \$35.00



Cybersecurity Specialist

NOC 2717

Description:

Cybersecurity Specialists create and enhance security measures to safeguard an organization's computer networks, devices, and information from unauthorized access or harm. They work in information technology consulting firms and in IT units across public and private sectors.

Skills Required:

Data management and processing, data analysis, digital literacy, attention to detail, problem solving, adaptability, and customer service. A bachelor's degree in computer science or related field is required.

Median Hourly Wage: \$56.00



Electrical and Electronics Engineers

NOC 2133

Description:

Electrical and Electronics Engineers design, plan, research, assess, and test electrical and electronic equipment and systems. They work for electrical utilities, communications companies, manufacturers of such equipment, consulting firms, and various industries in manufacturing, processing, transportation, as well as government sectors.

Skills Required:

Planning and design, advising and consulting, inspecting and testing, processing and production, blueprint reading, and digital modeling.

Median Hourly Wage: \$43.00



Financial Auditors and Accountants

NOC 1111

Description:

Financial Auditors review and assess the accounting and financial records of individuals and businesses to ensure accuracy and compliance with accounting standards. Accountants organize and manage accounting systems for individuals and businesses. This includes articling students in accounting firms. These professionals work for auditing and accounting firms in both the private and public sectors, or they may work independently.

Skills Required:

Data management, analysis, advanced numeracy, digital literacy, professional communication, data processing, invoicing, and payroll management. Completion of a graduate level certification program is required.

Median Hourly Wage: \$48.00



Greenhouse Manager

NOC 0822

Description:

Managers in horticulture plan, organize, direct and control the activities of nursery and greenhouse staff who grow and market trees, shrubs, flowers, and plants.

Skills Required:

Management and supervision, allocation of resources, attention to detail, and horticultural maintenance. Completion of a bachelor's degree or diploma program in horticulture or related field is usually required.

Median Hourly Wage: \$27.00



Industrial and Manufacturing Engineers

NOC 2141

Description:

Industrial and Manufacturing Engineers conduct studies and manage programs to optimize the use of equipment, human resources, technology, materials, and procedures for improved efficiency and productivity. They work in consulting firms, manufacturing and processing companies, government, financial institutions, healthcare, and other sectors, or they may work independently.

Skills Required:

Working with advanced technological equipment and machinery, design, advanced numeracy, analysis, organization, and coordination and planning.

Median Hourly Wage: \$40.00



Physician

NOC 3112

Description:

General Practitioners and Physicians diagnose and treat diseases, physiological disorders, and injuries in patients. They offer primary care and ongoing health management. This group also includes residents in training to become general practitioners and family physicians.

Skills Required:

Empathy, provision of care, management and supervision, assessments and diagnostics, adaptability, and problem solving. Graduation from an approved medical school followed by the completion of a residency and successful examinations is required.

Median Hourly Wage: \$108.00



Registered Nurses and Registered Psychiatric Nurses

NOC 3012

Description:

Registered Psychiatric Nurses offer direct nursing care, deliver health education, and provide consultation on nursing-related issues. They work in diverse settings such as hospitals, nursing homes, rehabilitation centres, doctors' offices, clinics, community agencies, companies, private homes, or may work independently.

Skills Required:

Empathy, time management, provision of care, problem solving, data management, attention to detail, and stamina and endurance. A bachelor's degree in nursing with additional certifications is required.

Median Hourly Wage: \$27.00



Licensed Practical Nurses

NOC 3233

Description:

Licensed Practical Nurses provide nursing care usually under the direction of medical practitioners, registered nurses, or other health team members. They are employed in hospitals, nursing homes, extended care facilities, rehabilitation centres, doctors' offices, clinics, companies, private homes, and community health centres.

Skills Required:

Empathy, supervision, provision of care, attention to detail, time management, administering medications, and upholding standard of care. Completion of a university or college program for registered practical nurses is required.

Median Hourly Wage: \$30.00



Social and Community Service Workers

NOC 4212

Description:

Social and Community Service Workers manage and execute social assistance programs and community services. They help clients cope with personal and social issues. These workers are employed by social service and government agencies, mental health agencies, group homes, shelters, substance abuse centres, school boards, correctional facilities, and other similar establishments.

Skills Required:

Making assessments, protecting and enforcing, compassionate care, conducting evaluations, and planning and coordination.

Median Hourly Wage: \$26.00



Software Programmer

NOC 2174

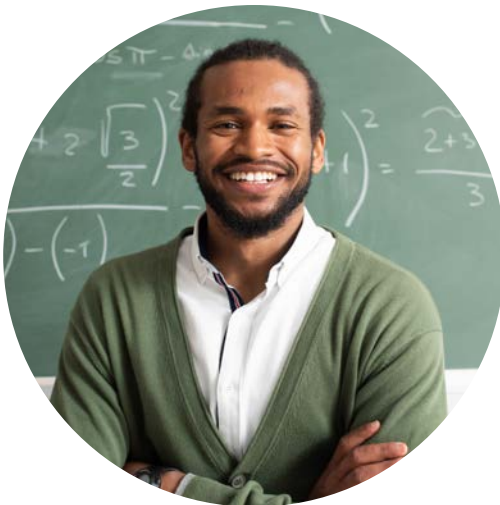
Description:

Software Developers and Programmers design, write, and test code for new systems and software to ensure efficiency. They create the foundations for operating systems and run diagnostic programs to certify effectiveness. These professionals work in computer software, computer and video game development firms, information technology consulting firms, and in IT units across private and public sectors.

Skills Required:

Digital literacy, attention to detail, data management, data analysis, coding, and advanced problem solving. A bachelor's degree in computer science or related field is required.

Median Hourly Wage: \$25.00



Teacher

NOC 4031

Description:

Teachers prepare and teach academic, technical, vocational, or specialized subjects at public and private secondary schools.

Skills Required:

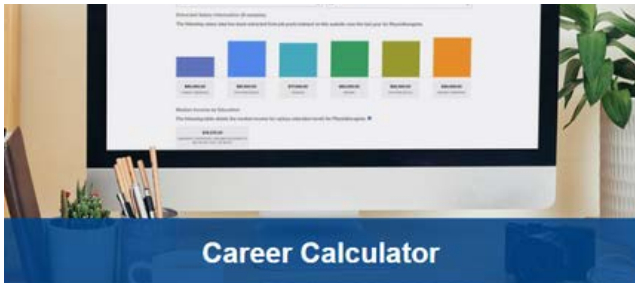
Empathy, supervision, teaching, planning and organization, conflict resolution, and leadership. Graduation from an undergraduate program followed by the completion of a graduate program in education is required.

Median Hourly Wage: \$40.00



Workforce WindsorEssex Tools and Resources for Students and Jobseekers

Explore Careers:



Career Calculator



Career Library



Career Explorer

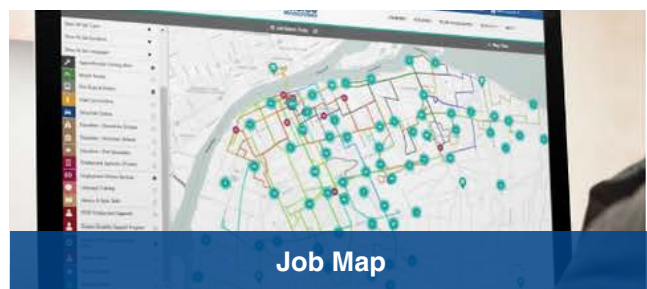


Sectors in Windsor-Essex

Start your Job Search:



Job Board



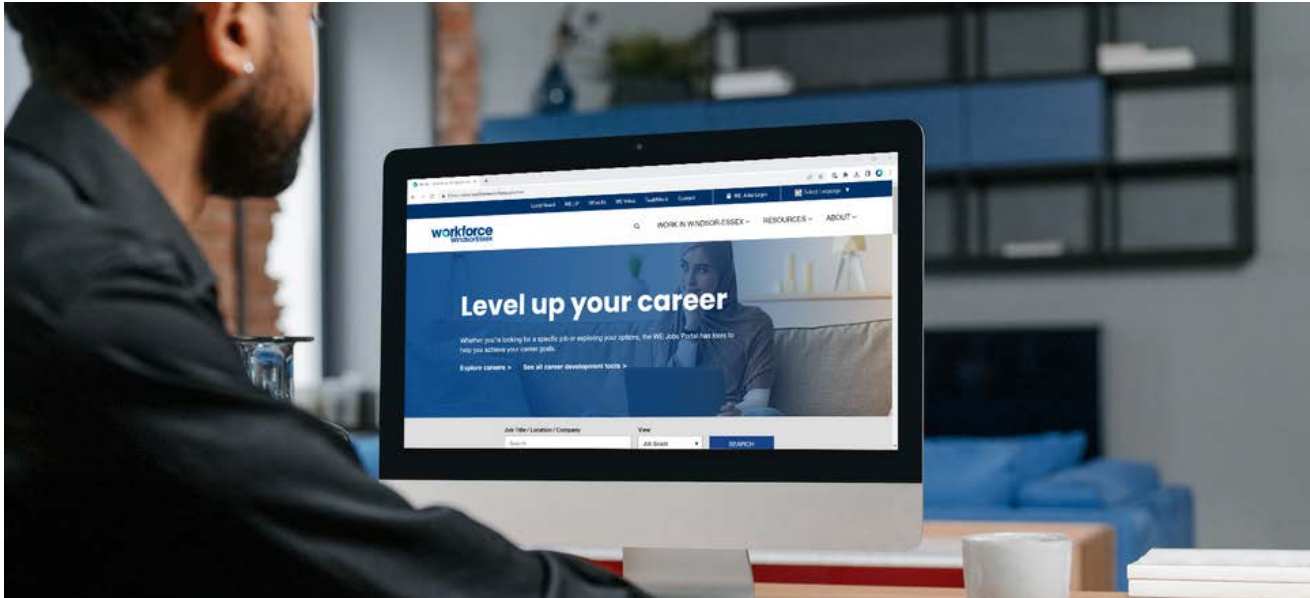
Job Map



Career Portal



Volunteer Opportunities



HOW DID WE DO?

We invite your feedback on all publications produced by Workforce WindsorEssex.
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