

Live, Work and Thrive in
your Community!

Real Faces



Occupation Profiles

Brant · Haldimand · Norfolk

FIRST EDITION

Live,
work and
Thrive
in your
Community

Get Involved!

Grand Erie Training and Adjustment Board (GETAB) is pleased to provide the REAL FACES booklet to Brant, Haldimand and Norfolk Secondary Schools, local Colleges and Universities, Community Career Resource Centres, local Libraries, Job Search Agencies and area Businesses.

GETAB is a not-for-profit, community-based organization serving the communities of Brant, Haldimand and Norfolk. Representatives of labour, business, education, and various labour market groups including women, visible minorities, the disabled and aboriginal people work in collaboration to develop solutions to local labour market issues. Our communities identified the need to promote real jobs to youth across the region. For more information on the process please check out the Trends, Opportunities and Priorities report (TOP) on our website at www.getab.on.ca.

To identify area employment opportunities to youth, parents, educators, and employment services we are promoting the *Get Involved*, "Real Faces" Campaign.

We would like to acknowledge and thank the many Brant, Haldimand and Norfolk employers who gave of their time and effort to participate in the First Edition.

Sincere thanks to our focus group from Apprenticesearch.com, Doughty and Williamson Ltd., Fanshawe College, Haldimand County Economic Development, Lennox Stairs, Parkview Meadows Retirement Village and St. Leonard's Community Services.

Photography by:

Timeless Expressions, www.timelessexpressions.ca

Jeff Ballin Creative Services, www.vaxxine.com/jeffballin

IMPORTANT!

Before checking out the variety of occupations please note the following:

Employers from Brant, Haldimand and Norfolk were invited to feature one or more employees for the First Edition of the *Get Involved*, "Real Faces" booklet. Fifty-four employees completed a one page questionnaire and agreed to an on-the-job photo session.

The following profiles reflect the diversity of occupations across Brant, Haldimand and Norfolk. The **Education** section reflects the employee's personal educational history. It does not necessarily reflect the **ACTUAL required** education. To check out the education requirements for a particular occupation please refer to the web sites on the back page.

The Sector is named at the top left of each page and indicates the National Occupation Code (NOC). Using the suggested web sites and the NOC numbers you will find information on employment and education requirements, schooling and much more.

Project Coordinator:

Karen Muir, Passport to Prosperity - Grand Erie Training and Adjustment Board

RealFaces *Occupation Profiles*

Table of Contents

4	Real Estate Appraiser	Business	31	Artistic Director	Arts & Culture
5	Customer Service Rep	Business	32	Radio Host	Arts & Culture
6	Staff Development Coordinator	Business	33	Activation Assistant	Arts & Culture
7	Administrative Assistant	Business	34	Retail/Costume Design	Sales & Service
8	Payroll Coordinator	Business	35	Hairstylist	Sales & Service
9	Purchasing Support Services Coordinator	Business	36	Real Estate Broker	Sales & Service
10	Service Manager	Business	37	Sales Department Supervisor	Sales & Service
11	Office Coordinator - Secondary School	Business	38	Contract Services	Sales & Service
12	Client Service Representative	Business	39	Sales Manager	Sales & Service
13	Regional Information Coordinator	Natural & Applied Sciences	40	Owner/Manager	Sales & Service
14	Research Associate	Natural & Applied Sciences	41	Bylaw Enforcement Operator	Sales & Service
15	Ginseng & Medicinal Herb Provincial Specialist	Natural & Applied Sciences	42	Head Cashier	Sales & Service
16	I.T. Manager	Natural & Applied Sciences	43	Funeral Director	Sales & Service
17	Developer/Sr. systems Computer Planner	Natural & Applied Sciences	44	Marketing Assistant	Sales & Service
18	Planner	Natural & Applied Sciences	45	Accommodation Services Proprietor	Sales & Service
19	Senior Building Inspector	Natural & Applied Sciences	46	Automotive Service	Trades
20	Municipal Technologist	Natural & Applied Sciences	47	Airport Ramp Crew	Trades
21	Seaway Pilot	Natural & Applied Sciences	48	Blacksmith	Trades
22	Pharmacist	Health	49	Sheet Metal Apprentice	Trades
23	Chiropractor	Health	50	Carpenter Apprentice	Trades
24	Optometrist	Health	51	Stair Builder	Trades
25	Natural Health Practitioner	Health	52	Stone Mason, Owner	Trades
26	Lab Technician	Health	53	Excavating, Trucking - Owner/Operator	Trades
27	Radiographer	Health	54	Water & Wastewater Operator	Manufacturing & Utilities
28	Secondary School Principal	Health	55	Estimator	Manufacturing & Utilities
29	Museum Curator	Arts & Culture	56	Scheduler	Manufacturing & Utilities
30	Artist, Gallery Owner	Arts & Culture	57	Technical Coordinator	Manufacturing & Utilities
			58	Computer Numeric Control Operator	Manufacturing & Utilities
			59	Appendix	

Real Estate Appraiser

**Place of Work:**

BC Appraisals Inc., Port Dover

Work Description:

- Inspecting properties in the counties of Haldimand, Norfolk, Brant, Oxford & Elgin
- Inspection includes taking notes, measuring improvements and photographing improvements
- Information is compiled on property, neighborhood, approaches to valuing the property
- A report is compiled on the property
- Can work for an existing appraisal company, MPAC, financial institution, Farm Credit Corporation, or own your own company

Requirements:

- Successful completion of courses and articling time needed to achieve accreditation

Education:

High School Diploma

University Degree in Specialty Courses and Continuing Education

Opportunity to Grow:

Achieve CRA (Certified Residential Appraiser)

AACI (Accredited Appraiser Canadian Institute)

Job-related skills, interests, and values:

- Math
- Language
- Dealing with the public
- Photography
- Working with numbers
- Working independently
- Using a tape measure or measuring wheel
- Paperwork

Customer Service Representative

**Place of Work:**

Haldimand County, Caledonia

Work Description:

- Part of a team of Customer Service Representatives that provide information to staff, Council, and members of the public
- Offers solutions and service by delivering a wide range of information and referrals in response to verbal and written customer inquiries
- Deals with topics such as property registration, licensing issues, by-law information and enforcement, garbage/bulk refuse pick-up, recreation programs and leisure services, zoning issues, water main breaks, tree cutting, stray animals, snow removal, road conditions, Council meeting minutes, etc.

Requirements:

- Good, broad based knowledge and understanding of municipal operations and services
- Solid understanding of Microsoft software, especially Word, Excel, and Outlook and job-related software
- Good communication skills
- Good public relation and interpersonal skills
- Proven ability to deal with multiple demands and deadlines
- Current valid Ontario drivers licence

Education:

High School Diploma including successful completion of relevant courses (business, office procedure, communication, etc.)

Opportunity to Grow:

On-going professional development is available to ensure skills are current

Job-related skills, interests, and values:

- Ability to work independently, willingness to work as part of a team, initiative, dependability, and integrity

Staff Development Coordinator

**Place of Work:**

Norfolk County, Human Resources, Simcoe

Work Description:

- Work with the General Manager, Division Managers, and staff to identify training needs; both short & long term
- Develop & facilitate corporate training programs
- Coordinate training requests from all employees, with the goal of providing in-house professional development where possible
- Develop, produce and distribute a newsletter for employees to promote internal communications
- Develop, implement and maintain an employee recognition program for employees
- Conduct research on various Human Resource (HR) related issues
- Interview candidates and participate in the hiring process

Requirements:

3 years of current related experience, computer expertise, ability to communicate effectively in a professional, tactful manner, proven research and analytical skills, high degree of integrity due to exposure to confidential information, knowledge of legislation relating to human resource management

Education:

Post-secondary training relative to the function is required
Bachelor of Business Administration with a concentration in Human Resources
Certified human Resources Professional designation (not a requirement)

Opportunity to Grow:

Opportunity to move into any other position within the human resources function i.e. human resources generalist, HR specialist, and with the proper experience, HR manager

Job-related skills, interests, and values:

- Strong public speaking & interpersonal skills are critical
- Writing policies & procedures, planning & organization, leadership (these are transferable skills that can be used in other interests such as a volunteer role for a charitable organization)

Administrative Assistant

**Place of Work:**

Haldimand County, Caledonia

Work Description:

- Reporting to the Manager, Engineering & Infrastructure
- Administrative assistance to the manager, supervisors and other divisional personnel
- Work independently and with other members of the Division, to facilitate the exchange of engineering and other information
- Provide customer service to members of the public, consultants, contractors and other County Staff

Requirements:

- Solid understanding of Microsoft software, specifically Word, Excel and Outlook
- Good understanding of municipal government
- Proven initiative to work independently or as a team member with minimal direction
- Time management/organizational skills to identify priorities, re-arrange work if required; to meet identified deadlines
- Communication skills (listening, writing, verbal) to deal with operation issues, inquiries from staff/public, to edit/proofread documents for/by staff, to prepare documentation for management review and signature

Education:

College diploma relative to area of responsibility (Office/Business Administration, or other discipline that provides training in administrative processes and practices)

Opportunity to Grow:

The support team at the county consists of entry level positions (Division Support), intermediate positions (Administrative Assistant to a Division) and senior positions (Department Administrative Coordinator)

Job-related skills, interests, and values:

- Ability to work independently, willingness to work as part of a team, initiative, dependability, and integrity
- Interest in engineering, building, and maintenance of municipal infrastructure (roads, bridges, sidewalks, etc.)

Payroll Coordinator

**Place of Work:**

Haldimand County, Cayuga

Work Description:

- Reports to the Manager, Human Resources
- Responsible for the coordination, preparation, data administration and management of payroll processes for all County staff and other assigned agencies (Haldimand County Library Board, Volunteer Fire Fighters, Police Services Board)
- Ensures accurate and timely processing of bi-weekly and other pays for county council & staff
- Ensures the application of legislation and regulations relevant to payroll; including collective agreements and other corporate policies
- Contributes to the development of appropriate policies and procedures relative to payroll administration and processing
- Researches and prepares information for management and staff on current issues, making recommendations as required
- Ensures records for all projects/work undertaken are current, accurate and complete and that documentation is readily retrievable
- Represents the division at relevant meetings

Requirements:

- Good understanding of municipal government, its operations and services
- Sound technical knowledge relative to payroll processing
- Good knowledge of business processes and financial management methods
- Interpersonal/communication skills - relations with others, resolve complaints/disputes/issues relative to payroll, listening, writing, verbal
- Research, analytical, problem solving, and decision-making skills
- Time-management/organization skills - identify priorities, meet deadlines

Education:

Community college diploma (business, accounting)

Canadian Payroll Association course an asset

Job-related skills, interests, and values:

- Ability to work independently, willingness to work as part of a team, initiative, dependability, and integrity

Purchasing Support Services Coordinator



Place of Work:

Haldimand County, Dunnville

Work Description:

Assists with or responsible for: corporate purchasing, risk management, insurance claims management, legal services coordination, property disposal, equipment and inventory control, municipal benchmarking (municipal performance measurement program), provide administrative support to the manager of the division

Requirements:

- Demonstrated experience in a public purchasing environment
- Experience in insurance/risk management, and real estate an asset
- Good understanding of municipal government
- Good understanding of functions carried out by the Corporation, as well as the relationship of municipal structure and functions of other government agencies
- Sound technical knowledge in: relevant legislation surrounding public procurement and contract management, public entity risk management approaches, the insurance industry as it relates to municipal property and liability, claims & litigation processes
- Knowledge of real estate matters including acquisition and disposal of property
- Valid Ontario Drivers licence and access to a reliable vehicle
- Proven ability to use software on its own or in a combination with other software programs to get required results (Microsoft Access)

Education:

Community College degree/diploma relative to area of responsibility (business, insurance, purchasing), including completion of or progression toward completing one of the following: Ontario Public Buyers Association "Principles of Public Purchasing" Certificate or Certified Professional Public Buyer

Job-related skills, interests, and values:

- Good judgement/discretion in confidential and/or sensitive matters
- Strong problem solving skills
- Strong communication skills (listening, writing, verbal)
- Time management/organizational skills

Service Manager

**Place of Work:**

Brantford Honda

Work Description:

- Prepare and administer payroll
- Provide training
- In charge of hiring/firing
- Develop marketing plans and implement
- Control expenses
- Maintain daily financial operations.

Requirements:

Previous experience as a service advisor

Education:

College Diploma - Business Administration, Automotive Marketing

Opportunity to Grow:

Senior position, outside opportunities in the automotive industry

Job-related skills, interests, and values:

- Understanding financial statements
- Ability to communicate with employees and customers and enjoy working with people
- Creativity
- Flexible attitude

Office Coordinator



Place of Work:
Port Dover Composite School

Work Description:

- Organize & co-ordinate all duties in managing an office

Requirements:

- Completion of Computer/Business related college courses (keyboarding, etc.)

Education:
High School Diploma
Office Management Diploma Program (OMDP) courses

Opportunity to Grow:
Board position (non-union)

Job-related skills, interests, and values:

- Work independently or with team
- Exceptional organizational skills
- Ability to multi-task and make decisions on demand

Client Service Representative



Place of Work:

Ontario Ministry of Agriculture Food & Rural Affairs

Work Description:

- Front line reception for external and internal clients
- Sort/distribute incoming mail - send outgoing mail
- Organize and ensure that the office is run efficiently with the workload getting done meeting Specialists deadlines, order office supplies, maintain government vehicle records, web work, keep vehicle odometer logs
- Month end reports which includes financial reports, office statistics, etc. to send to Management at the end of the month
- Supervise casual Client Service Representatives with workload, assist with onsite training
- Update Client information sites in the County, External Agribusiness sites to update agricultural information for clients availability
- Assist new staff as well as yearly summer students with on-site training of equipment, office procedures, government procedures

Requirements:

- Enthusiastic, service oriented individual skills
- Motivated team player to provide a range of administrative services to clients and division staff
- Good communication skills
- Experience/proficiency in the use of computer hardware/software (advanced functions required in Word, Excel, PowerPoint, Email, financial software and the internet)
- Agriculture Terminology an asset
- Knowledge of agriculture program and policies/procedures/guidelines
- Accounting/financial knowledge

Education:

High School Diploma (OSSD)

Opportunity to Grow:

Lots of opportunity to transfer within the Ontario Public Service

Job-related skills, interests, and values:

- Enthusiastic/team player
- Good oral/written skills
- Ability to work independently with minimal supervision
- Organizational and prioritization skills to meet deadlines
- Judgement, tact and diplomacy as well as discretion when dealing with clients
- Attention to detail and accuracy
- Work and assist others in a team environment
- Time management skills
- Problem solving, decision making skills

Regional Information Coordinator

**Place of Work:**

Ontario Ministry of Agriculture Food and Rural Affairs

Work Description:

- Form and maintain local and provincial partnerships, coalitions and networks to ensure information and advances are shared and issues managed
- Working knowledge of agriculture & rural programs, acts and policies
- Help increase agri-food community awareness of emerging trends and technologies
- Identify emerging issues that will affect agricultural & rural sectors & work with stakeholders and other agencies to resolve them
- Initiate and compose regional briefing notes, issues scans & integrated community profiles
- Market the resources of the ministry to the agri-food sector & rural communities
- Assist policy advisors with option development
- Facilitated issue management & strategic planning for province, internal & regional groups

Requirements:

- Experience working with community groups & principles of group dynamics & development
- Awareness of government programs & public policies
- Experience in written & verbal communication skills
- Excellent project management skills

Education:

Bachelor of Science Degree - Agriculture, Certified Crop Advisor, Group Facilitation

Opportunity to Grow:

There is a large variety of opportunities within the Ministry I work for & in other Ministries. There is a student intern program.

Job-related skills, interests, and values:

- Interest in working with people & groups
- Flexible to meet the needs of clients, management and elected officials
- Good public speaking skills & ability to write articles
- Ability to research programs and services of interest to clients
- Goal oriented and ability to work independently

Research Associate

**Place of Work:**

University of Guelph/Simcoe Research Station, Simcoe

Work Description:

Prepare research proposals, plan research trials related to vegetable production, monitor and maintain research trials, analyze results, prepare articles & papers for journals and magazines summarizing research, deliver presentations to growers and researchers.

Requirements:

PhD in agriculture or related field

Education:

Bachelor of Science Degree (Agriculture)
Horticulture Science & Business
Master of Science Degree - Horticultural Science
PhD Horticultural Science

Opportunity to Grow:

Faculty position within the university

Job-related skills, interests, and values:

Team work and leadership skills, communication, organization, creativity in designing posters and presentations, work with mathematics & statistics, computer skills, attention to detail.

Ginseng & Medicinal Herb Provincial Specialist

**Place of Work:**

Ontario Ministry of Agriculture, Food and Rural Affairs

Work Description:

To assist the ginseng and herb industry with production issues and other issues as they arise.

Requirements:

Masters degree or better in a related field. I have a Master of Science Degree in Plant Pathology. Also a good understanding of production practices and industry issues.

Education:

Bachelor of Science Degree, Master of Science Degree

Opportunity to Grow:

A job like this can lead to management positions or policy positions within the Provincial government.

Job-related skills, interests, and values:

- Ability to communicate well in writing and speaking
- Good presentation skills
- Ability to work with researchers and all levels of government
- As a public servant my job must focus on public good and priorities set by government - we are fortunate in Ontario in that many of these priorities are set with industry/public consultation

I.T. Manager

**Place of Work:**

Carrier Truck Center

Work Description:

- Develop, teach, monitor policies and procedures for all personal computers (PC's), laptops, printers, phones, etc. at 5 locations: Brantford, Woodstock, London, Windsor, & Sarnia.
- Constant updates, monitoring and continuous improvement.
- Keep service shops updated with changes for truck engine programming etc.

Education:

- Grade 12 diploma
- Post Secondary - Mohawk College: computer software, networking, wireless
- Continuous upgrading

Job-related skills, interests, and values:

- Keyboarding
- Listening
- Patience
- Driving
- Dedication
- Commitment

Developer/ Sr. Systems Computer

**Place of Work:**

Picasso Fish Corporation, Simcoe

Work Description:

- Handling system administration
- Technical support
- Software development

Requirements:

- Programming experience and education

Education:

Centennial College, Computer Programmer Analyst Course

Opportunity to Grow:

Expand experience and seniority as the company continues to grow

Job-related skills, interests, and values:

- Games
- New technology
- Open source tools

Planner



Place of Work:
Haldimand County - Cayuga

- Work Description:**
- Provides professional services to the municipality and assists in ensuring that the quality of life of the municipality is maintained through those services
 - Evaluates development proposals using professional judgement to ensure compliance with the requirements of affected agencies, planning principles and the interpretation of Provincial and Municipal land use policies and regulations

- Requirements:**
- Solid understanding of Microsoft software; specifically Word, Excel and Outlook and job-related software
 - Good communication skills
 - Good interpersonal skills
 - Good time management skills
 - Current valid Ontario drivers licence

Education:
University degree in planning or other related discipline
Must be eligible for membership in the Canadian Institute of Planners

Opportunity to Grow:
On-going professional development is available to ensure skills are current

- Job-related skills, interests, and values:**
- Analysis
 - Strong communication & interpretation skills
 - Writing and typing skills
 - "People" person
 - Ability to work independently
 - Willingness to work as part of a team
 - Initiative
 - Dependability
 - Integrity

Senior Building Inspector



Place of Work:

Haldimand County - Caledonia

Work Description:

- Oversee the construction of large buildings (greater than 3 storeys in building height and/or greater than 6,458 sq. feet (600 sq. m.) in building area as well as all assembly, institutional and high hazard industrial buildings and public pools), housing and small buildings within the County through the examination and approval of plans, the issuance of building permits, the inspection of construction, the administration and enforcement of various provincial, municipal and federal laws, specifically the Ontario Building Code
- To fulfill the duties of the Supervisor in building inspection related matters in his/her absence
- To act as resident technical expert/advisor to the Building Inspectors by providing technical information as required

Requirements:

- Solid understanding of the Ontario Building Code Act and Regulations
- Valid Ontario drivers licence and access to a reliable vehicle
- Proven ability to use Microsoft software (Word, Excel, Outlook)
- Computerized survey equipment
- Proven ability to work independently or as part of a team
- Proven ability to make decisions utilizing knowledge and experience
- Proven time management skills
- Good communication skills
- Good interpersonal skills to deal with the public, developers, Council and staff

Education:

Community college graduation in a related discipline (Certified Architectural Technologist or Certified Engineering Technologist)

Must hold current Ontario Building code certification as identified by the Province

Opportunity to Grow:

The responsibility lies with the incumbent to ensure his/her skills are current in this very challenging field. The County encourages and supports continued professional development.

Job-related skills, interests, and values:

- Dependability, integrity, dedication to continued learning

Municipal Technologist



Place of Work:

Haldimand County - Caledonia

Work Description:

- Assist with contract, project and consultant direction, monitoring, and inspection on Capital Projects, subdivision construction and engineering studies from inception to completion
- Assist in the preparation of reports, tenders, design, drawings and Requests for Proposal under the direction of the Project Supervisor for a variety of civil engineering projects such as sanitary and storm sewers, water mains, pumping stations, drainage works, pavement, curb and gutter
- Assist with the preparation of payment certificates, coordinating quality assurance testing and undertaking field inspections and surveying
- Assist in the preparation of specifications and special provisions
- Assist in the development of new standards and specifications for the Municipality
- Prepare and issue correspondence
- Assist in the preparation of project estimates and budget submissions
- Maintain assessments and infrastructure management studies for roads, sidewalks, bridges, railway crossings, water mains, sanitary sewers, storm sewers and appurtenances
- Query infrastructure databases and GIS, analyze and create reports based on the data under the general direction of the supervisor
- Liaise with other departments, agencies, contractors and the general public on technical matters
- Participate in public meetings as required

Requirements:

- Excellent computer skills, experience in GIS, AutoCAD, Total Station Surveying, GPS
- Solid understanding of the requirements of the Class Environmental Assessment Act, OPSS specifications, and construction and tendering practices/methods
- Familiar with application of various provincial statutes and regulations for obtaining project approvals
- Valid Ontario drivers licence and access to a reliable vehicle

Education:

Post-secondary education in Civil, Construction or Environmental Technology, CET (OACETT) certification preferred

Opportunity to Grow:

Possibility for a Project Supervisor position

Job-related skills, interests, and values:

- Ability to work independently, willingness to work as part of a team, initiative, dependability, and integrity
- Willingness to learn
- Proven time management skills, verbal & written skills, interpersonal skills

Seaway Pilot

**Place of Work:**

Great Lakes Pilotage, Welland

Work Description:

- Guide foreign ships through the Welland Canal as well as up and down the St. Clair & Detroit rivers
- Pilots board foreign ships and take over from the Captain and the handling of the ship, this is done because the pilots have been Captains on the Great Lakes and have "local knowledge" of the waters

Requirements:

- Must hold a valid Master's licence for the size of ships as well as a required amount of transits through the area of pilotage

Education:

Bachelor of Arts in Kinesiology

Bachelor of Arts in Education

High School Diploma

To obtain a Captain's licence several Coast Guard/Transport Canada exams must be passed after serving required amount of sea time.

Opportunity to Grow:

Mobility between employers is possible for positions requiring the same level of certification.

Job-related skills, interests, and values:

- Must have good communications as you are dealing with different people of different cultures & nationalities on a daily basis
- Must enjoy ship handling

Pharmacist

**Place of Work:**

Dover Apothecary, Port Dover

Work Description:

- Provide medication to patients in conjunction with their doctor's prescription
- Give advice on prescription solutions to common health issues

Requirements:

- Licensed to practice pharmacy by Ontario College of Pharmacists

Education:

Bachelor of Science in Pharmacy 4 year program, entry after at least one year of general science program

Opportunity to Grow:

Management positions in community & hospital pharmacy, executive positions in manufacturing

Job-related skills, interests, and values:

- Strong sciences background
- Good communication & interpersonal skills
- Ability to multi-task & organize work issues
- Empathy & compassion for patients that are sick or distressed

Chiropractor

**Place of Work:**

Office of Dr. Shawn Suprun, BSc., MSc.,
D.C., Port Dover

Work Description:

- President & Clinic Director at the Port Dover Health & Fitness Centre - design and implement chiropractic and physio-fitness rehabilitative programs
- Clinic Director at Port Dover Chiropractic Centre - chiropractic independent medical examinations specializing in musculoskeletal orthopedic, neurologic and radiological evaluations, case management of motor vehicle accident (MVA), medical legal, Workers Safety Insurance Board (WSIB), personal injury and private family practice

Requirements:

- Minimum 2 years of undergraduate studies in Sciences

Education:

New York Chiropractic College, Seneca Falls, NY - Doctor of Chiropractic (D.C.), Magna Cum Laude
University of Western Ontario, London, ON - Masters of Science Degree (MSc) Orthopedics & Sports Medicine
University of Western Ontario, London, ON - Honours Bachelor of Science Degree (BSc) in Kinesiology

Opportunity to Grow:**Job-related skills, interests, and values:**

- CPR & First Aid Certification

Optometrist

**Place of Work:**

Clapp Optometric Centre, Port Dover

Work Description:

- Administer eye examinations
- Provide regular eye care for patients of all ages
- Prevent vision loss in patients thru early detection and treatment of eye disease
- Give recommendations for eye glasses, contact lenses, low vision aids, eye coordination exercises, drug therapies, or referral to specialists as needed

Requirements:

- Licensing by the province

Education:

University prerequisites (2-4 years)

Optometry School (4 years)

Optional residency (1 year)

Opportunity to Grow:**Job-related skills, interests, and values:**

- Steady hands for foreign body removal from eye
- Good problem solving skills
- Compassionate: understanding of patient needs/problems
- Professionalism: patients place trust in you as a doctor

Natural Health Practitioner

**Place of Work:**

Natural Health Home Office, Port Dover

Work Description:

- Natural health home office
- Nutritionist
- Shiatsu therapist
- Reflexology
- Homeopathy
- Therapeutic touch

Requirements:

- Courses or training programs specific to occupation and supervised practical training

Education:

Mc Master University
Honours Physical Education Degree
Certified Natural Health consultant
Canadian College of Natural Healing
Shiatsu Centre/Toronto School of
Homeopathic Medicine

Opportunity to Grow:

Yes

Job-related skills, interests, and values:

- Love to work with people and use natural methods to balance the body

Lab Technician



Place of Work:
CML Healthcare, Port Dover

Work Description:

- Taking blood
- Doing Electrocardiograms
- Computer data entry

Requirements:

- High School Diploma
- Certified for Venipuncture & ECG Tech

Education:
High School Diploma
College - Career Canada, Medix, Westervelt
(10 month course)

Opportunity to Grow:
Laboratories, private & hospitals

Job-related skills, interests, and values:

Radiographer

**Place of Work:**

Port Dover X-Ray/Ultrasound

Work Description:

- Greeting and interviewing patients
- Taking x-rays
- Processing the images
- Arranging patient bookings

Requirements:

- Registered, active member of CMRTO (College of Medical Radiation Technologists of Ontario)
- Acting member of CAMRT (Canadian Association of Medical Radiation Technologists)

Education:

Mohawk College/Mc Master University
4 year collaborating undergraduate degree/
advanced diploma

Opportunity to Grow:

Hospital setting would have more
opportunity than small clinic

Job-related skills, interests, and values:

- Dicta-dictation of reports
- Computer skills
- Striving to provide excellent service to our patients

Secondary School Principal



Place of Work:
Port Dover Composite School

Work Description:

- Supervise teaching staff and oversee all operations of the school
- Promote the school and community

Requirements:
Minimum 5 years teaching experience

Education:

- Honours Degree
- Bachelor of Arts Degree of Education
- Two specialists or Master's Degree
- Qualifications in three teaching divisions

Opportunity to Grow:
Senior position

Job-related skills, interests, and values:

- Values: education, integrity, compassion, dedication, perseverance, positive attitude, optimism
- Interests: "the arts", literature, gardening, cooking
- Job-related Skills: oral & written communication, mediation skills, planning & organization, creativity, and networking

Museum Curator

**Place of Work:**

Port Dover Harbour Museum

Work Description:

- Supervise operations of community museum
- Collecting artifacts
- Cataloguing
- Creating exhibits
- Special events
- Education programs

Requirements:

- A love of history and interest in presenting history to others
- Good communications and writing skills
- Excellent personal interaction

Education:

Post secondary studies in history and museology preferred but not mandatory

Opportunity to Grow:

There are museums of many different kinds all over Canada and around the world.

Job-related skills, interests, and values:

- Continual learning and research
- Artistic skills a plus
- Must be comfortable interacting with public
- Public speaking

Artist, Gallery Owner

**Place of Work:**

Cauldron Gallery & Studio, Brantford

Work Description:

- Creating visual art on-site
- Exhibiting in a gallery and living all in the same building/property

Requirements:

- Creativity
- Connecting to the neighborhood & the community
- A sense of design of day to day living

Education:

4 years honours degree in Art & Art History
Masters Degree in Education
Many special interest courses and workshops - life long learning

Opportunity to Grow:

Aesthetic development - creating new work continuously & growth in the business

Job-related skills, interests, and values:

- Services offered - portfolio evaluation, creativity mentoring, coaching for home aesthetics
- Educating - from gallery & studio
- Off-site unique projects
- Presently working on a series of drawing workbooks for young people or anyone wanting to spend time learning to draw using self-mentoring strategies
- My work and life is set in a context of creativity, ecology & spirituality. My values are to maintain a relationship among the three. Art making for me is a part of a wider more universal way of living & being.

Artistic Director

**Place of Work:**

Lighthouse Festival Theatre, Port Dover

Work Description:

- Directing live theatre

Requirements:

- Union certification
- Apprenticing
- Canadian Actors Equity Association

Education:

Grade 12 OSSD

Bachelor of Arts, Master of Arts, Phd (all but dissertation)

Opportunity to Grow:**Job-related skills, interests, and values:**

- Music & music editing
- Writing (very strong English skills)

Radio Host

**Place of Work:**

CHCD Inc. - CD 98.9 Radio, Simcoe

Work Description:

- Host lively entertaining music & personality driven radio show
- 5:30 am - 9:00 am 5 days a week
- Emphasis on local content

Requirements:

- High School
- Post secondary preferred
- Willingness to adeptly communicate
- Long hours/low pay - great rewards

Education:

High School Diploma OSSD
Community College Diploma - Radio
Broadcasting

Opportunity to Grow:

Always - make your own career

Job-related skills, interests, and values:

- Interests in any hobby, sport, organization
- General knowledge of all things
- Curious about anything

Activation Assistant

**Place of Work:**

Norview Lodge

Work Description:

- Providing activity programs for residents in a long term care home
- Programs are designed to provide mental, physical, social, emotional, and spiritual stimulation

Requirements:

- Required to assess, plan, organize, implement, and evaluate all activation programming using a resident centered model

Education:

Grade 12 plus certificate in Recreational Leadership

One or two years experience in therapeutic recreation

Ongoing education offered

Opportunity to Grow:**Job-related skills, interests, and values:**

- Drumming facilitator
- Reflexology
- Cooking/baking programs
- Computer skills
- Therapeutic gardening
- Photography
- Committed to providing quality care for seniors

Retail/ Costume Design

**Place of Work:**

Varey-Us Things Costume Shop, Port Dover

Work Description:

- Create costumes for Halloween, weddings, bands, parades, theatre, parties
- Help customers find what they need for their special occasion, sell accessories, sales, clean, laundry, put away garments

Requirements:

- Imagination
- Creative
- Enthusiastic
- Sewing/crafty
- Pleasant with customers

Education:

Fashion Merchandising & Design, Seneca College

Opportunity to Grow:

Entertainment industry is expanding in USA
Halloween is a 6 billion dollar industry

Job-related skills, interests, and values:

- Be honest
- Bookkeeping/accounting/ordering stock
- Organized
- Ability to work with numbers - measuring, pattern design
- Visualizing a wardrobe for a play after reading a script
- Designing, sitting, sewing & constructing hats to foot wear

Hairstylist

**Place of Work:**

The Gay Blade Hair Studio & Day Spa, Port Dover

Work Description:

- Applying colour and permanent waves, cutting and styling hair
- Personalizing the experience to compliment the individual

Requirements:

- 2000 hours in a salon & 1500 hours in school or 3500 hours in salon apprenticeship combined with schooling

Education:

Secondary School Diploma

Hair Stylist Certificate of Qualification

Opportunity to Grow:

Broaden range of talents with continuing education, manage a salon, or own a salon

Job-related skills, interests, and values:

- Great communication & listening skills
- Creative & stylish
- Staying current with style trends
- Enjoy people and making them feel great about themselves

Real Estate Broker

**Place of Work:**

Coldwell Banker Pinnacle Real Estate

Work Description:

- List and sell property
- Market values
- Work with buyers & sellers
- Open houses
- Show properties
- Do what ever is necessary to make the Buying & Selling process as easy as possible from start to finish

Requirements:

- Resident of Canada
- 18 years of age

Education:

Complete phase 1,2, & 3 within 18 months of starting, then you receive Provisional Registration and will be hired by a real estate company and trade in real estate. Complete 2 Articling courses within the next 2 years to receive Permanent Registration. Required to complete 24 hours of courses every 2 years when you renew your real estate licence.

Opportunity to Grow:

You have the opportunity to be as successful as you want to be. You can take the Brokers course which then allows you to be a manager of a real estate company or own your own real estate company.

Job-related skills, interests, and values:

- Understanding mortgages and knowledge of math
- Good people skills
- Being self motivated
- Being able to work independently
- Being well organized

Sales Department Supervisor

**Place of Work:**

Home Depot, Brantford

Work Description:

- Work a flexible schedule, both daytime and evening availability and shifts any day of the week
- Be familiar and able to perform the functions of other positions
- Ensure all paperwork and procedures are completed within the department
- Analyze reports to drive sales
- Communicate and delegate daily tasks
- Assist in the hiring and performance management process
- Provides on-going training to associates with regards to product knowledge, policies/procedures, reports and reducing shrink
- Recognizes good performance and develops future leaders

Requirements:

- Strong relationship building skills
- Able to multi-task in fast paced environment
- Good time management and follow up skills

Education:

High School Diploma - OSSD

Opportunity to Grow:

Internal job postings for positions in the store and the company - you can apply for any position. Opportunity to grow depends on the associates desire to advance in the company.

Job-related skills, interests, and values:

- Forklift certified
- Ability to multi-task
- Time management skills
- Strong under pressure

Contractor Services Associate

**Place of Work:**

Home Depot, Brantford

Work Description:

- Ensure that contractors get in and out of the store in a timely manner with all the materials required for their projects
- Monitoring and tracking purchases, anticipating up-coming needs, setting up deliveries and gathering materials for pick-up, relaying present and up-coming sales pertaining to their line of work, cash and return of material

Requirements:

- Strong relationship building skills
- Able to multi task in fast paced environment
- Good organizational skills
- Possess general knowledge of building materials and related products
- Be cashier trained

Education:

High School Diploma - OSSD

Lambton College - Child & Youth Worker

Opportunity to Grow:

Internal job postings for positions in the store and the company - you can apply for any position. Opportunity to grow depends on the associates desire to advance in the company.

Job-related skills, interests, and values:

- Knowing how to anticipate up-coming project needs
- Multi-tasking
- Relationship building
- Team work
- Communication & listening
- Knowing how to find and use resources
- General construction
- Blue print reading
- Public Relations
- Excellent customer service
- Giving back
- Strong relationships
- Respect for all people
- Community involvement
- Doing the right thing
- Taking care of our people
- Entrepreneurial spirit
- Shareholders returns

Sales Manager

**Place of Work:**

CHCD Inc. (CD 98.9 FM Radio), Simcoe

Work Description:

- Supervise four sales people
- Develop budget & plans to achieve budget

Requirements:

- A university or college diploma in business admin or related field with a specialization in sales or marketing or several years experience
- Previous sales experience
- Previous supervisory experience

Education:

No specific requirements but people skills, computer, math and English are assets

Opportunity to Grow:

Sales always has growth potential. Progression to senior management position is possible with experience.

Job-related skills, interests, and values:

- Common sense
- People skills
- Read related publications to keep abreast of changes and new ideas
- Math skills
- Self discipline

Owner/ Manager

**Place of Work:**

Duck Soup Boutique, Port Dover

Work Description:

- Plan, direct and evaluate daily operations
- Manage staff and assign duties
- Develop and implement marketing strategies
- Determine merchandise and services to be sold and implement price and credit policies
- Resolve customer complaints

Requirements:

- Several years of related retail sales experience

Education:

High School Diploma (OSSD)

University degree or college diploma in business administration

Fashion related course

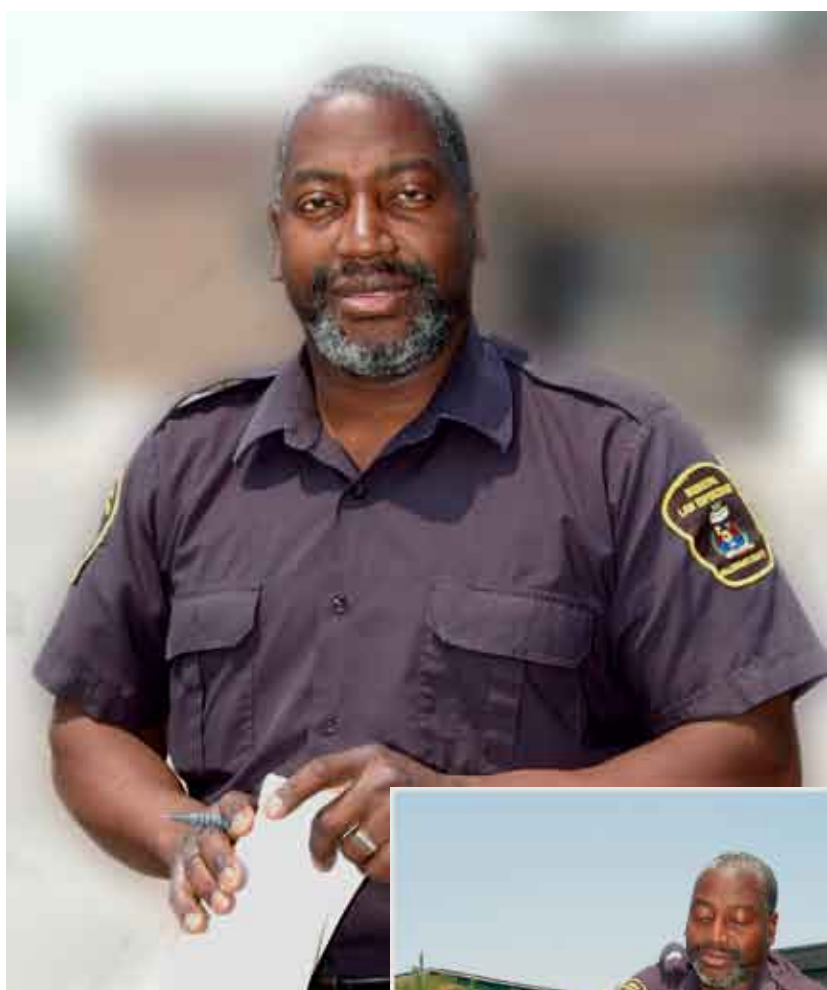
Opportunity to Grow:

Change location for better traffic flow
Expand or Franchise

Job-related skills, interests, and values:

- Need sense of fashion, trends, talent for store display
- People person, enjoy being interactive with public
- Active member in Board of Trade
- Working knowledge of Point of Sale system and basic computer skills

By-Law Enforcement Officer

**Place of Work:**

Haldimand County - Hagersville

Work Description:

- Interpreting Provincial Acts and regulations; tree, weed, salvage yard, sewage, water, parking, and zoning by-laws for the purpose of administering and enforcing the appropriate legislation
- Performs on-site inspections of by-law violations by taking photographs and interviewing alleged violators and other individuals or Federal, Provincial or Municipal authorities, as required
- May have to issue letters or orders to comply with respect to land-use matters, tree related infractions and other County by-laws
- Required to prepare documentation for court cases and attend at Provincial Offences Court or other provincial or federal courts to provide testimony

Requirements:

- Solid understanding of Microsoft software; specifically Word, Excel, and Outlook and job-related software
- Good communication skills
- Good public relation and interpersonal skills
- Proven ability to deal with multiple demands and deadlines
- Current valid Ontario drivers licence

Education:

Community College Diploma relative to area of responsibility (Law Enforcement, Law & Security)

Opportunity to Grow:

On-going professional development is available to ensure skills are current

Job-related skills, interests, and values:

- Ability to work independently, willingness to work as part of a team, initiative, dependability, and integrity

Head Cashier

**Place of Work:**

Sayer's Home Hardware, Hagersville

Work Description:

- In charge of cash register
- Public relations (meet & greet)
- In charge of balancing cash register at end of day
- Maintaining cleanliness of cash register area

Requirements:

- Attitude
- Thinking on the spot
- Mathematics

Education:

Grade 12

Opportunity to Grow:

Higher management

Job-related skills, interests, and values:

- Working with numbers
- Positive attitude
- Liking people

Funeral Director

**Place of Work:**

Ferris Funeral Home Ltd., Simcoe

Work Description:

- To perform all duties within a funeral home from cleaning to computer work
- Arrange funerals
- Embalming
- Going on-call
- Working 24 hours a day, 7 days a week, 365 days a year

Requirements:

- Successful completion of internship
- Successful on the Ontario Board exams & obtain Ontario licence

Education:

High School Diploma OSSD
Humber College or equivalent (Funeral Service Degree)

Opportunity to Grow:

Lots of opportunity for advancement

Job-related skills, interests, and values:

- Knowledge of contracts
- Math
- Willing to learn new things (constantly)
- People person
- Must be able to work independently and think as you go

Marketing Assistant

**Place of Work:**

Norfolk County Tourism & Economic Development

Work Description:

Web site content - partners, events, editorial, marketing, partner accounts, activity tracking & reporting, visitor service support, FlavourFest coordination, administrative support, training & familiarization - partner focus groups, motor coach support, community partners support

Requirements:

Computer expertise - Microsoft Office, Database applications, web sites
Strong communication skills, efficient time-management & organizational skills, knowledge of tourism industry

Education:

Grade 12 diploma and tourism related experience
College graduate
Certified Health & Safety Rep., Level 1
First Aid & CPR Training

Opportunity to Grow:

Continued training can lead to many jobs in the industry.

Job-related skills, interests, and values:

- People person - good communicator
- Flexible, able to work independently & in group settings
- Organization skills - planning events & displays

Accommodation Services Proprietor

**Place of Work:**

Bayshore Cottages, Port Dover

Work Description:

- Plan budgets and authorize expenditures
- Determine staffing requirements and hire
- Provide website

Requirements:

- Current skills, knowledge and attitude necessary to be a marketable, exemplary professional small business owner
- Treat customers with respect and understanding
- Ensure cleanliness of buildings, facilities
- Anticipate needs of customers
- Business, finance knowledge

Education:

High School Diploma (OSSD)

University degree or college diploma in business/tourism

Opportunity to Grow:

Increase earning potential through marketing and property improvements attracting year-round business from outside the area

Job-related skills, interests, and values:

- A total commitment year round is necessary
- High standards for quality and cleanliness
- Patience, dealing with public
- A variety of skills needed to maintain the buildings and property

Automotive Apprentice

**Place of Work:**

Canadian Tire Brantford

Work Description:

Performing repairs and scheduled maintenance on passenger vehicles.

Requirements:

Enrollment in the Ontario Apprenticeship program

Education:

Grade 12 diploma and continuing education through college program and Canadian Tire Technical Training

Opportunity to Grow:

After each level of schooling completed wages increase, management and teaching opportunities

Job-related skills, interests, and values:

- Commitment to customer service excellence
- Patience
- Problem solving skills
- and a love of cars

Airport Ramp Crew



Place of Work:
Brantford Flight Centre

Work Description:

- Fueling aircraft
- Maintaining airport surfaces & buildings
- Dispatching aircraft
- Radio advisories
- Administration
- Correspondence
- Booking aircraft
- Answering telephones
- Guiding tours
- Washing planes

Requirements:

- Physical strength
- Good planning
- Organized
- Math skills
- Enthusiasm

Education:
High School Diploma (OSSD)
Aviation experience

Opportunity to Grow:
Gateway to all types of aviation careers
(airlines, maintenance, management)

Job-related skills, interests, and values:

- Flying
- Technology
- Maintenance

Blacksmith

**Place of Work:**

Valley Town Forge, Cayuga

Work Description:

- Projects are mainly functional art but the field is wide open for your ideas & imagination

Requirements:

- No special education required
- Advantage to know how to draw
- Handle hand tools - grinders, drills, power hammers, forges, hammer & anvil

Education:

Completion of Secondary School usually required, on the job training

Opportunity to Grow:

The better your design/workmanship the more you will be in demand

Job-related skills, interests, and values:

- Art design
- Welding
- Painting
- Forging
- Assembly
- Installation

Sheet Metal Apprentice

**Place of Work:**

Ken Balcomb Sheet Metal Inc., Port Dover

Work Description:

- Metal fabricating (i.e. furnace duct)
- Installing heating & air conditioning systems

Requirements:

- Sheet Metal Apprentice Program

Education:

Grade 12 OSSD
Trade School

Opportunity to Grow:

Self Employment

Job-related skills, interests, and values:

- Heat loss/heat gain calculations
- Reading & understanding blue prints
- Duct sizing
- Working with numbers
- Physical work but not boring - no 2 jobs are the same

Carpenter Apprentice



Place of Work:

Boer Homes

Work Description:

- General Carpenter
- Trimming, framing, insulating, deck building and general duties around new housing

Requirements:

- High School Diploma
- Start as an apprentice

Education:

High School Diploma OSSD

Opportunity to Grow:

Senior position and self employment

Job-related skills, interests, and values:

- Reading of blue-prints
- Hands-on start to finish of building a house

Stair Builder

**Place of Work:**

David Lennox Woodworking

Work Description:

- Building custom high end spiral, circular and straight stairs
- Using chop saws, table saws, band saws, planers, skill saws, drills, chisels, and many more tools

Requirements:

- Understanding of mathematics and construction

Education:

High School Diploma - OSSD

Opportunity to Grow:

Master Stair Builder

Job-related skills, interests, and values:

- Reading blueprints
- Using and operating tools and machinery
- Mathematics

Stone Mason/ Owner

**Place of Work:**

Steve Adams Masonry, Jarvis

Work Description:

- Lay brick, block & stone
- All masonry repairs, fireplaces, new residential construction
- Specializing in restoration of older homes

Requirements:

- Own tools, equipment (scaffolding, mixers, wheelbarrow), safety boots, hard hat, safety harness, planks

Education:

2 yr bricklaying course followed by 4 years labouring for a bricklayer and 4 years apprenticeship

Opportunity to Grow:**Job-related skills, interests, and values:**

- Read blueprints
- Mathematical skills
- Good judgement
- Analytical skills
- Customer relation skills
- Drivers licence
- Excellent work ethics
- Ability to work on own with little supervision
- Estimating cost of projects
- Ability to put up scaffolding & tear down
- Knowledge of building codes for area

Excavating, Trucking Owner/ Operator

**Place of Work:**

Earle Excavating & Trucking, Port Dover

Work Description:

- Owner/Operator
- Estimates
- Quotes

Requirements:

- Valid drivers licence
- AZ licence to drive dump trucks

Education:

High School Diploma OSSD

Opportunity to Grow:

From labourer to truck driver or machine operator

Job-related skills, interests, and values:

- Following instruction
- Measuring/estimating
- Working with numbers
- Working as a team with fellow employees
- Working independently at tasks that require physical effort

Water & Wastewater Operator



Place of Work:

Haldimand County - Dunnville

Work Description:

- Undertake and/or assist with various activities related to the operation and maintenance of Haldimand County's water distribution and wastewater collection & storm sewer collection systems to ensure the effectiveness/efficiency of the facilities and systems
- Various activities include: inspect, evaluate, adjust, service and repair water and/or waste water mains & services; conduct infrastructure locates; conduct water sampling and analysis; install water meters; respond to service requests, make repairs as required; perform preventative maintenance activities as required
- Complete documentation required for/by the organization (time sheets, log books, service reports, etc.)
- Undertake maintenance and housekeeping activities required for the water distribution and wastewater collection shops/facilities/systems (painting, cleaning, yard work, etc.)

Requirements:

- Must hold current certification as determined by the Minister of the Environment
- Must be skilled in the areas of water distribution and wastewater collection
- Must have working knowledge of the Ontario Health & Safety Act
- Must possess a current valid Ontario Class G drivers licence
- Must be physically able to do the work
- Must be able to apply basic functions of corporate standard software and department/division specific software

Education:

Class 2 certification in water distribution and wastewater collection
OSSD or equivalent PLUS a minimum of 5 years current related experience including 3 as an Operator holding level 1 water distribution and level 1 wastewater collection licences

Opportunity to Grow:

Can work toward (with further experience and certification) a position as Chief Operator-in-Charge which is a "working foreman". The next level would be a Supervisor position.

Job-related skills, interests, and values:

- Dependability, integrity, dedication to continued learning

Estimator

**Place of Work:**

David Lennox Woodworking, Dunnville

Work Description:

- Estimator
- Project pricing

Requirements:

- Mathematics
- Good measurement skills
- Attention to details
- Knowledge of construction industry

Education:

High School Diploma - OSSD

Post Secondary - 1 year Law & Security

Opportunity to Grow:

Project Manager

Job-related skills, interests, and values:

- Blue print interpretation
- Site measurement
- Independent worker
- Good in team atmosphere

Scheduler

**Place of Work:**

David Lennox Woodworking Ltd., Dunnville

Work Description:

- Scheduling jobs
- Shipping
- Receiving
- Accounting
- Customs documentation

Requirements:

Grade 12 diploma & related work experience

Education:

High School Diploma - OSSD & OSSHD

Opportunity to Grow:

- Senior position

Job-related skills, interests, and values:

- Team work
- Able to work in a fast-paced environment
- Woodworking experience
- Shipping experience

Technical Co-ordinator

**Place of Work:**

David Lennox Woodworking

Work Description:

- Do estimates for jobs
- Design and put jobs into production
- Estimator/draftsperson

Requirements:

- Experience in AutoCAD
- Knowledge of the construction industry

Education:

High School Diploma - OSSD

Post secondary (Niagara - 3 yrs AutoCAD)

Opportunity to Grow:

Project Coordinator

Job-related skills, interests, and values:

- Ability to read and understand blueprints
- Diploma in construction engineering
- Knowledge of the construction industry
- Strong in mathematics and numbers
- Working independently with great responsibility

Computer Numeric Control Operator (CNC)

**Place of Work:**

David Lennox Woodworking, Dunnville

Work Description:

- Operate precision wood cutting Computer Numeric Control router
- Using chop saws, band saws, table saw, drills, & vacuum pumps
- Repair of chop saws
- Reading stair plans

Requirements:

- Understanding of mathematics/construction field

Education:

High School Diploma - OSSD

Opportunity to Grow:

Team Helper - Team Leader

Job-related skills, interests, and values:

- Reading & understanding work orders
- Creating templates for custom work
- Measurement of material
- Working with numbers and computer
- Working by myself or as team member

For more information check out the following websites:

www.gov.on.ca/GOPSP/en/graphics/034760.pdf

www.23.hrdc-drhc.gc.ca

www.labourmarketinformation.ca

www.ontariojobfutures.ca

www.jobbank.gc.ca

www.red-seal.ca

www.apprenticesearch.com

The views expressed in this document do not necessarily reflect those of *Employment Ontario*.

Get Involved!

Feature your Champion Employee in our Second Edition;
REAL FACES 2008

Contact Karen Muir at GETAB
519.756.1116 or getabkaren@on.aibn.com

This *Employment Ontario* project is funded by the Ontario Government



Grand Erie Training And Adjustment Board
Commission de formation et d'adaptation de la main-d'oeuvre du Grand Erie

GRAND ERIE TRAINING AND ADJUSTMENT BOARD

1100 Clarence St. South, Suite 103B, Box 12, Brantford, ON N3S 7N8

ph 519.756.1116 • fx 519.756.4663 • getab@on.aibn.com

www.getab.on.ca

Funding for this project made possible by Employment Ontario, Ministry of Training Colleges and Universities