



Career Services Center: An Overview for 2009-2010

Kanbar Campus Center, Suite 313

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www.philau.edu/career

Career Planning

Students are encouraged to make individual appointments with counselors in the center in order to discuss their career development and planning, their desire to pursue graduate or professional school and to prepare for their job search. Juniors and Seniors, in particular, are encouraged to attend **Job Search Portfolio Orientations**. These sessions are typically conducted early in the fall semester and those interested should attend in order to receive their Job Search Portfolio, a tool that will greatly support their upcoming job or internship search.

Major & Career Exploration

Students of any year, but particularly those who are first and second year students, are encouraged to deeply explore their unique characteristics that will have an impact on satisfaction in their major program as well as in their future career path. Career Services offers the following assistance to students who wish to learn more about their characteristics as well as careers they may be able to pursue once they leave PhilaU:

careerCompass

This career mapping portfolio outlines a step-by-step process for first year students so that they will be prepared to obtain an internship by the summer prior to their junior year. Portfolios will be distributed and described to students during sessions in the early fall semester.

Career Inventories

Selected counselors in the Career Services Center can individually work with students to more deeply explore their values, interests, personality and skills through researched career inventories as well as some departmentally developed tools.

Majors Worksheets

These one page sheets supply descriptions of major programs and typical as well as atypical career paths associated with each. Students who find themselves asking, "What can I do with my major?" will find this resource particularly helpful. *Most job titles originate from Senior Survey data that is collected from each graduating class of students.

Print & Online Resources

Students can browse through a variety of major-specific books and online resources in order to learn more about potential career paths and job titles, characteristics and skills of professionals in their industry, as well as the future job outlook and salary information. Visit <http://www.philau.edu/career/students/usefullinks.html> in order to browse the online resources that are available.

Resume Reviews

During Writing Seminar II, Career Services staff teaches all PhilaU students how to write an effective resume. Students are also encouraged to visit the Career Services website in order to browse sample resumes, view major-specific templates, and to refresh their memory on how to write effective bullets and how to format the content they choose to fill the document:

<http://www.philau.edu/career/students/ResumeElements.htm> and <http://www.philau.edu/career/students/ResumeTemplates.htm>.

Once a resume has been drafted, students have several opportunities to receive feedback from a Career Services staff member:

Resume Appointments

Students can schedule an individual appointment with a Career Counselor in order to have their resume reviewed. Resume review appointments take place in the afternoon and typically last anywhere between 20 minutes to a full hour.

Walk-Ins

Most mornings, between the hours of 9:30 and 11:45am, a Career Services staff member is available on a walk-in basis to review a student's resume. These appointments typically last between 15 to 30 minutes and should be utilized with a final draft document.

Open Resume Reviews

Career Services staff sets aside blocks of time before major events (such as Corporate Connections) for students to stop in on a walk-in basis to have their resume critiqued.

The Internship Program

The Center manages the logistics of the Internship Program and will support students in navigating through the process of obtaining and being successful in this very important co-curricular experience. Students who would like to learn more about Internships, both credit-bearing and otherwise, are encouraged to meet with **Katie Johnson**, Associate Director for the program, in order to determine their level of interest and how best to proceed. There are also new features to the program, which most notably include:

Professional Development Series

A three part workshop series designed to support students as they transition into an organization as an "Intern," strive to make an impact professionally, and to successfully speak about and document their experience once they leave.

The Job Search

Career Services offers a variety of workshops, both virtually and in small group settings, in order to support students as they prepare for life after graduation. The following is a list of services that the Center offers:

CareerLink & On-campus Interviewing

Career Services Center strives to build relationships with employers across industries specific to the students at PhilaU. Last year, nearly 200 on-campus interviews were conducted for students seeking internship and full-time opportunities. In order to participate in on-campus interviews, students must register with the University's online recruiting software, **CareerLink**. CareerLink connects students to employers who specifically seek out the skills of Philadelphia University students. Through CareerLink, students have the added benefit and ability to access and sign up for **Information Sessions** and **Career Spotlights**, which will allow them to be better informed about companies with which they might be interested in pursuing.

Because some organizations cannot make it to campus to conduct interviews, CareerLink also allows students to access additional full-time and internship opportunities. To register with CareerLink, visit <http://www.philau.edu/career/students/index.htm>, clicking on "CareerLink" listed under "Career Tools and Links."

Podcasts

Career Services recently launched employer Podcasts that detail information about different organizations and potential career paths. Located at <http://www.philau.edu/career/students/Podcasts.htm>, these Podcasts are a great way to prepare for on-campus interviews, learn about different careers or research companies. Students can either listen to them on the web or download them to their IPOD or other MP3 playing device.

Success Stories

Launched in July 2008, **Success Stories** highlight Alumni who have just begun their careers. Each month, an alumnus submits journal entries about their work experience. Current students can take advantage of these connected alumni by reaching out to them via email. This new feature to the Career Services website is a great way to network and learn more about career paths of former PhilaU students! Students can check out the success stories at <http://www.philau.edu/career/SuccessStories/>.

Special Job Search Workshops

Attend a variety of workshops, presented by Career Services staff members and/or employers on topics including (but not limited to) preparing for career fairs, perfecting interviewing skills, working in the non-profit sector, and preparing a portfolio.

Events & Getting Involved

Open House

Thursday, September 10 from 10:00am to 12:00pm in the Kanbar Campus Center, Suite 313

Corporate Connections

Thursday, September 24 from 9:00am to 12:00pm in the Kanbar Campus Center Performance Space

Career & Internship Fair

Thursday, February 18 from 10:00am to 12:00pm in the Kanbar Campus Center Performance Space

Design Expo

Thursday, April 1 from 1:00pm to 4:30pm in the Gallagher Center

Student Professional Organizations (SPOs)

Career Services Center has a special partnership with a selection of student-run organizations that have a direct connection to majors and industries. Staff in the Center tend to co-sponsor programs and workshops specifically tailored for organization members and often incorporate related employers. For more information on joining an SPO, check out <http://www.philau.edu/studentactivities/> and click on "Clubs and Organizations" on the side bar.