Overview of Services

What does the Career Center help students do?

**Decide it.**
- Learn about career options
- Identify career-related skills, interests and values
- Explore majors

**Experience it.**
- Find work experiences related to career and/or academic interests

**Live it.**
- Prepare for and execute a job search
- Learn about opportunities to interact and network with employers
- Plan for graduate school

How does the Career Center do this?

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Career Center: Decide it. Experience it. Live it.

**Drop-in hours** with Career Center staff available without an appointment Monday-Friday from 1-4 pm. Most resume and cover letter critiques take place during drop-in hours.

**Presentations** with topics such as job fair preparation, resume writing, interviewing, graduate school preparation and other career-related topics by request.

One-on-one **career appointments** with a professional Career Center staff member.

**Career assessments** are designed to help students decide on a major/career and explore career fields including both print and online career assessments.

**Spur Connections** is a tool to help students and alumni connect with practitioners to learn more about various positions and industries. Mentors are available for activities such as email networking, information interviewing and job shadowing.

**Experiential learning** opportunities including internships and cooperative education (co-op) positions, as well as part-time jobs.

A comprehensive **resource room** containing information to assist students with learning about career options, career trends, salary statistics, job search preparation, researching employers and more.

Links to valuable **web resources**, including internship and job postings, via our website.

**Externships** are opportunities for students to participate in group job shadowing through visits to employer sites.

Informative **tip sheets** on topics such as resume writing, job search strategies, interviewing, salary negotiation and more.

**OptimalResume**, a web-based resume development tool which provides interactive examples, writing and formatting assistance, spell checking and tutorial guidance.

**Mock interviews** to prepare students for employment or graduate/professional school interviews. These include an online interview option (InterviewStream), as well as face-to-face mock interviews.

Assistance with **graduate school preparation**, including coaching, Career Center resource room and on-line resources.

**JobMate**, an internet database that links students to career opportunities through:
- Job and Internship Listings
- Resume Database
- On-Campus Interviews
- Employer Information Sessions
- Job Fairs
- Spur Connections

**Job fairs** including those for all majors and discipline specific events.

**Credentials services** for all students/alumni from education degree programs and/or Masters and Ph.D. programs.

**Alumni career appointments** with professional Career Center staff.