

Faculty Quick Reference Guide to Career Services

Below are some of the resources we offer Centre students. The more you know about what we do, the more you can help us in helping our students.

Career Counseling

Assigned career counselors – Last name A-J with Deb Jones, last name K-Z with Joy Asher

Self-Assessment – includes the Myers-Brigs Personality Type Indicator and Strong Interest Inventory (taken on-line and reviewed in-person)

Help with choosing a major and researching potential careers

Experiential Opportunities

Externship Program - competitive program in which students are paired with alumni for a 2-3 day shadowing experience between CentreTerm and spring term.

Internships & Centre Internship Plus – Career Services handles the coordination of all academic credit internships. We can also help students locate internships. Call Mindy Wilson at 8792 with questions.

Job Search/Summer Internship/Graduate School Assistance

Resume, cover letter, and personal statement critiques

Mock Interviews

Job and Internships Listings – on eRecruiting, on our web page, and in the career library

Job Search Booklet

Alumni Lists

Workshops and Special Programs

Offered several times each spring and fall, topics include:

- * **Writing a professional resume**
- * **Improving your interview skills**
- * **Preparing for your senior year**
- * **Applying to graduate school**
- * **Finding a summer job or internship**
- * **Choosing between job offers/Negotiating salary and benefits**
- * **Applying for positions with the federal government**
- * **Special Events such as Etiquette Dinner, Law School Evening, speakers, etc**

All programs are announced in Notesworthy, Career Notes, on the Centre events calendar, and on Career Services' web page.

Connection with Employers

On-campus recruiting – each fall and spring (announced through Notesworthy, both Centre and Career Services calendars of events, eRecruiting) – students apply through eRecruiting

Spotlight: Job & Internship Fair – annual job fair (each February) with other AIKCU schools

Employer files

Web page – <http://www.centre.edu/careers>

Exhaustive amount of resources; divided into 7 sections: **eRecruiting**, **Career Planning**, **Academic Internships**, **Job Search** (with 10 subsections), **Graduate School** (with 6 subsections), **Our Services**, and **Meet the Staff**.

Career Library

Over 450 books for student check-out, employer files, graduate school and law school catalogs, career-related subscriptions, student work station (with computer), and Davidson café with free coffee and hot tea (for students, staff, and faculty).

Book sections include:

Career Planning (major and career information), Company Directories, Education, Government, Graduate School, How To (Resume, Interviewing, and Etiquette Information), Internships and Summer Jobs, International Employment, Job Search, Jobs by Locale, and Occupational Guides.

Don't forget that we have a web page just for faculty, <http://web.centre.edu/careerd/faculty.htm>, and a Faculty Career Notes that we send out monthly via email. Also, feel free to contact **Deb Jones, Director of Career Services**, at **5286** for more information on how we can help your students!