Utica College Career Services

The Office of Career Services offers a full range of services designed to help students explore how their interests, skills, and values relate to possible career paths, understand the importance of proper planning and preparation in goal setting, and assist in the successful transition from academic to professional life.

Career Counseling
Individualized assistance with career exploration, professional correspondence development (résumés, cover letters, thank you letters), interviewing, and graduate school planning is available. Full and Quick Appointments are able to be made.

Career Assessments
FOCUS-2, an online career assessment, is designed specifically for college students and enables students to self-assess career-relevant personal qualities and explore career fields and areas of study that are most compatible with assessment results. More information about this and other assessments is available online.

Career Resources
Students have access to print resources which feature graduate school and professional certification study guides. Online, students have access to resources to support them throughout the career development continuum, including tools to research careers and graduate schools, plan for next steps, and transition from student to professional.

Job and Internship Postings
Online databases with local and national job and internship opportunities are available to students. All opportunities we receive from employers are posted on our career management system, UC Career Connect (powered by Purple Briefcase).

Meet with Employers
Events including our Job and Internship Fairs, Volunteer Fair, Networking Nights, and other on-campus recruiting events are excellent opportunities for students to directly interact with possible employers and begin networking. Information about previous employer events, including contact information and opportunities, is available on our website.

Connect with Alumni
While many of our employers are alumni, other opportunities to connect with Utica College Alumni Council members occur during mock interviews, networking receptions, and through the LinkedIn group, the UC Alumni/Student Mentoring Program.

Programming
Specialized programs are held throughout the year, focusing on areas including dining etiquette, professional use of LinkedIn, résumé development, interviewing, job search tips, transitioning from academic to professional life, and more. An updated programming calendar is always available on UC Career Connect.

Freebies
While nearly all of our services are free, students may request up to 20 complimentary business cards, have access to free résumé paper, printing, and faxing, and may use the student computer work stations in the office lobby. Other promotional and complimentary items are given away throughout the year during our programming, résumé and interviewing contests, and much more!
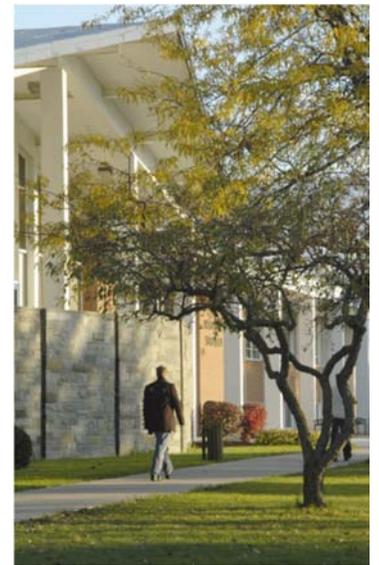
Contact Information:
206 Strebel Student Center
www.utica.edu/careerservices
careerservices@utica.edu
(315) 792-3087
@UCcareerservice (Twitter)
Utica College Office of Career Services (LinkedIn group)

Parents' Guide

As parents, there are ways you can support your student's career development
from the first year, right through graduation.

First Year
Students-Self Awareness

- Become familiar with Career Services (CS) and what we do.
- Begin a self/career assessment to identify your values, interests, and skills; list career possibilities to explore.
- Start to participate in experiential education (volunteerism, internships, etc.) and see what interests you.
- Check our calendar of events and register with our online job posting and internship databases to stay informed.

Parents-Careers 101

- Initiate conversations with your students about career plans, life goals, and interests; encouraging these conversations will help prevent students from waiting until graduation to explore options.
- Remain open about your student's thoughts, even if career interests are not consistent with your expectations; interests may and often do change.
- Give feedback on specific abilities you see to help your student develop a solid sense of self.
- Having an undeclared major as a first year student is ok; allow your student to take some time and explore.

Second Year
Students-Career Exploration

- Relate your values, skills, and interests to possible future plans and careers.
- Complement assessments with the CS library, web resources, and speaking with career counselors.
- Attend CS events, including the Volunteer Fair, Career Fairs, Etiquette Dinner, and programming series.
- Compose a résumé and have it critiqued through CS.
- Familiarize yourself with other types of professional correspondence.
- Participate in MORE experiential education and extra curricular activities; meet new people and begin to network.
- Investigate if graduate school is needed to gain entry into your career of interest.

Parents-Careers 201

- Support your student in getting involved in any of the 75+ organizations on campus; students can learn time management, leadership, and teamwork skills while having fun.
- If your student is still unsure about a major, encourage a visit to CS, we can help navigate the exploration process.
- Continue conversations with your student about career plans and interests; share information about the "world of work" to help students with understanding the level of professional expectations that exist after graduation.
- Remind your student that CS isn't the only resource on campus. Academic Support Services, the Counseling Center, Student Activities, Residence Life, etc. all have programming or services designed to engage your student and shape his/her experience and exploration.

Third Year
Students-Prepare and Gain Experience

- Continue building your network and participate in career related experiential education to build your résumé.
- Research possible positions, companies, and geographic regions in which you'd like to work.
- Assess skills and qualifications needed for employment; if you're lacking, now is the time to develop them.
- Be sure your résumé is updated and ready to distribute; compose cover and thank you letters as needed; you can have them critiqued at CS.
- Develop interviewing skills through a CS mock interview.
- If going to graduate school, identify programs, the application timeline, and study for entrance exams.

Parents-Careers 301

- You are a key player in developing your student's network; family, friends, and colleagues are excellent contacts.
- Use your work experience and knowledge about your student to make recommendations about possible positions; reinforce skills needed in the "world of work."
- Offer to assist your student with a final résumé review.
- Encourage your student to develop and stick to graduate school application timelines and entrance exam test dates.

Fourth Year
Students-Transition from Student to Employee

- Develop a comprehensive approach to the job search; visit CS to learn tips, techniques, and strategies to get started.
- Finalize and submit graduate school applications.
- Take on executive board or other leadership positions in organizations or professional associations; it's a final opportunity to build your résumé before you graduate.
- Attend CS programs to reinforce knowledge and skills in résumé and professional correspondence writing, interviewing, professional dress, dining etiquette, etc.
- Extend your network as much as possible through the Job and Internship Fair, Networking Nights, On Campus Recruiting, Volunteer Fair, and the LinkedIn Alumni Mentoring Program.
- Solidify any references you plan on using within UC and consider using CS credential files to keep you organized.

Parents-Careers 401

- Remind your student to be diligent during the fourth year, as this is the time to make a final impact on his/her résumé before graduation.
- Reinforce "world of work" professional standards and expectations for entry level employees.
- Be supportive during interviews; it can be very unnerving.
- Encourage your student to utilize as many of the resources as possible before graduation, when services are still available and accessible.
- Know that CS provides assistance to recent alumni to help with the transition from student to professional.