

## HOURS OF OPERATION

Monday–Thursday: 8:30 a.m.–4:30 p.m.  
 Friday: 8:30 a.m.–12:00 p.m., 1:00 p.m.–4:00 p.m.  
 Main Entrance: Administration Building, Room 154  
 Accessible Entrance: Administration Building, Room 255  
 Website: [www.sjsu.edu/careercenter](http://www.sjsu.edu/careercenter)  
 Email: [careerhelp@sjsu.edu](mailto:careerhelp@sjsu.edu)  
 Phone: 408.924.6031

## CAREER PREPARATION

Remember to bring your Tower Card or Career Center Membership Card to all workshops and events.

### Success in the U.S.

Geared for international students to learn tips on navigating the job search process in the U.S.  
 F 8/21 12 p.m. - 1:15 p.m. SU, Ballroom B

### Launching Your Job and Internship Search

Gain job search strategies and techniques that are key to finding a job or internship.  
 F 8/21 1:45 p.m. - 3 p.m. SU, Ballroom B

### Career Center Open House

Come visit the Career Center. Learn how to explore majors, develop a career plan, and land your dream job. We're here to help you!  
 TH 8/27 1:30 p.m. - 4:30 p.m. ADM 154 - Career Center

### Rock Your Resume

Discover how to create a resume that "rocks". Check out these proven strategies for effectively presenting yourself on paper to employers. Strengthen your accomplishment statements and learn how to tailor your resume for specific jobs in this hands on session. **(Recommended:** Review online Resume 101 Webshop prior and bring an updated hard copy of your resume.)  
 F 8/28 12 p.m. - 1:15 p.m. SU, Ballroom B - "Rock the Technical Resume"  
 F 8/28 1:45 p.m. - 3 p.m. SU, Ballroom B - "Rock Your Resume"

### Fall in Love with Your Major

Discover the different majors offered at SJSU and meet your Career Center specialist, as well as success center advisors. #lovemymajor  
 W 9/2 12 p.m. - 2 p.m. SU, Ballroom B

### Making the Most of the Job Fair

Take your skills to the next level at this interactive practice session. Perfect your one minute introduction and stand out to employers.  
**(Recommended:** review the Job Fair Success Webshop prior)  
 F 9/4 12 p.m. - 1:30 p.m. SU, Ballroom B - **For Undergraduate Students**  
 F 9/4 1:45 p.m. - 3 p.m. SU, Ballroom B - **For Graduate Students**

### Career Fair Success Panel

Get your competitive edge by hearing from recruiters on how to be successful and stand out from the crowd at the job and internship fairs.  
 W 9/23 2:30 p.m. - 4:30 p.m. SU, Ballroom B

### Virtual Resume Blast

Searching for a job or internship? Professionals will review your resume and offer insightful feedback! In partnership with the Student Alumni Association.  
 (Register online at: <http://bit.ly/1hN1Txm> or at [www.sjsu.edu/alumni/students/spartansuccessseries](http://www.sjsu.edu/alumni/students/spartansuccessseries))  
 F 9/25 12 p.m. - 3 pm

### Rock Your Interview

Get over your interview jitters. Learn proven techniques to present yourself like a professional before, during, and after an interview.  
 TH 10/08 2:45 p.m. - 3:45 p.m. ADM 154 - Career Center

### Exploring Careers

Learn how you can explore careers both in and outside your major.  
 TH 10/14 2:45 p.m. - 3:45 p.m. ADM 154 - Career Center.

### Professional Leadership Conference - Sponsored by Enterprise

Learn how to highlight and develop your professional leadership skills while you are at SJSU. Must apply to attend. Application in SpartaJobs.  
 F 10/30 8:30 a.m. - 4:30 p.m. SU, Ballroom

### The Career Experience

Discover various career paths chatting with alumni in industry. Enhance your career exploration in this virtual experience. In partnership with the Student Alumni Association.  
 TU 11/10 12 p.m. - 1 p.m. Online  
 (Register online at: <http://bit.ly/1hN1Txm> or at [www.sjsu.edu/alumni/students/spartansuccessseries](http://www.sjsu.edu/alumni/students/spartansuccessseries))

### Networking: Leveraging Your Connections

Learn how to develop, maintain and leverage your networks for job and internship search success.  
 TH 11/19 2:45 p.m. - 3:45 p.m. ADM 154 - Career Center

### Career Conversations & Labs for Business Students

Career Conversations cover essential career-development topics in 30 minutes, followed by questions or practice. Career labs are drop-in, drop-out forums for practicing and receiving feedback on essential career skills.  
 M/TU 8/31 - 11/9 2 p.m. - 4 p.m. BBC 008 - See specific schedule in LCoB

## EMPLOYER CONNECTIONS

### Fall Job & Internship Fairs - Student ID/ Membership card & Resume required

Get Connected! Currently registered SJSU students and Career Center Alumni members are invited to meet with employers anticipating career and/or internship opportunities. Open to all majors. Complete the online Job Fair Success Webshop to increase your marketability and to stand out in the crowd. Business casual or professional business dress strongly recommended.

### Fall '15 Accounting Job & Internship Fair

TH 9/10 1 p.m. - 4 p.m. SU, Ballroom

### Fall '15 Business & Government Job & Internship Fair

TU 9/29 1 p.m. - 5 p.m. Event Center

### Fall '15 Engineering & Computer Science Job & Internship Fair

W 9/30 \*1 p.m. - 5 p.m. Event Center

### \*12 p.m. - 1 pm - Undergraduate Students Hour

Early Access for all Freshman, Sophomores, Juniors, and Seniors

### Fall '15 Non-profit and Public Service Job & Internship Fair

TU 10/20 12 p.m. - 3 p.m. SU, Ballroom

### Drop-In Interviews

Drop-In interviews are in collaboration with Work2Future and bring employers to campus to recruit on the spot. Look for announcements on our website!  
 Fridays 9/4, 9/25, 10/9, 10/16, 10/23, 11/20, 12/4, 12/11

### Careers in Science Panel & Networking Event

Gain valuable insights on careers and internships in the field of Science.  
 W 10/14 3:30 p.m. - 5:30 p.m. ENG. 285/287

### Careers in 3D Printing Panel

Gain valuable insights on careers and internship opportunities in the emerging market of 3D.  
 TU 11/03 2 p.m. - 4 p.m. SU, Ballroom C

### Information Sessions & Tech Talks

Meet and network with employers about career/internship opportunities. Learn about trends within a specific organization in a forum setting. View our online calendar for dates and times. ([www.sjsu.edu/careercenter](http://www.sjsu.edu/careercenter) > spartaJobs)  
 Select Tues, Wed, and Thurs 12:30 p.m. - 2 pm TBD

## CAREER COACHING

Need quick career tips? Career Consultants provide coaching on a variety of topics including: job/internship search strategies, interviewing tips, grad school, choosing your major, career planning, enhancing your resume, and more. Available for currently enrolled SJSU students. \*Not included in basic membership.

**By Drop-in** (No appointment necessary) First come, first served. Available for currently enrolled SJSU students. Tower Card required. Due to high demand, like majors may be served in small groups.

M 10 a.m. - 12 p.m. ADM 154  
 TU 1:30 p.m. - 3:30 p.m. ADM 154  
 W 1:30 p.m. - 3:30 p.m. ADM 154  
 TH 10 a.m. - 12 p.m. ADM 154

### Internship Search Tools Workshop (Every other Thursday 9/3/15 - 11/19/15)

Resources to find internships followed by Q&A.  
 TH 2 p.m. - 3 p.m. (for Undergraduate students) ADM 154  
 3:30 p.m. - 4 p.m. (for Graduate students) ADM 154

### By Appointment

Schedule an appointment by signing into SpartaJobs and clicking on "Request an Appointment." Available for currently enrolled SJSU students.

### Virtual Chat - Ask the Career Consultant

Join our virtual chat sessions to get quick answers to your career-related questions! Click on the virtual chat button on our homepage.  
 M-F 9 a.m. - 12 p.m.; 1 p.m. - 5 p.m.

### SJSU Spartan Staffing (Open to current students & alumni)

Want to learn more about SJSU Spartan Staffing and available opportunities? Come in and meet with a representative.  
 TH 10 a.m. - 1 p.m. ADM 154

### Success Center Satellite Office Hours

Meet us at your Success Center to answer your career related questions.

### College of Humanities and Arts Students:

TU 10 a.m. - 12 p.m. Clark Hall, 244

### College of Engineering Students:

TU 3 p.m. - 4:30 p.m. ESSC, Engineering Bldg 344

### College of Social Science Students:

W 1:30 p.m. - 3:30 p.m. ACCESS, Clark Hall, 240

### College of Applied Sciences and Arts Students:

TH 1 p.m. - 2:30 p.m. MacQuarrie Hall ,533

### College of Business Students:

W 2 p.m. - 4 p.m. JHSSC, BBC 008

## CAREER WEBINAR SERIES

All live webinars are held on **Wednesday from 12 p.m. to 1:00 p.m.** (except as noted\*) via the WebEx platform. To participate, click on the Webinar link on the Career Center homepage & enter Fall15 as password (case sensitive).

### 8/26 - CPA Recruitment Tips

Get tips on succeeding at the Fall Job & Internship Business, Government, and Non-Profit Fair and at the Meet the Firms event.

### 9/3 - Rock Your Resume

Discover how to create a resume that "rocks." Check out these proven strategies for effectively presenting yourself on paper to employers.  
 \*TH 10:30 a.m.

### 9/16 -Reasearching Employers

Learn strategies on researching employers and positions to help you make the most of your time at job & internship fairs.

### 9/23 - Making the Most of the Job Fair

Learn strategies to help you make the most of your time at job & internship fairs.

### 10/7 - Rock Your Interview

Get over your interview jitters. Learn proven techniques to present yourself like a pro.

### 10/28 - Making "Major" Decisions

Discover how to choose and make the most of your major, as well as methods & resources for exploring areas of study at SJSU.

**\*Missed a session? Click on the WebEx link to view recorded sessions**

## PARTNERSHIP EVENTS

### Spartan Success Series - Student Alumni Association

#### Power Skills

Learn dynamic tools to master your career pursuits and develop your personal brand for professional success.  
 W 9/23 4:30 p.m. - 6 p.m. SU, Ballroom

#### LinkedIn to Your Career

Launch your career search with LinkedIn professionals! Explore strategic ways to find jobs and internships, and build a strong network.  
 W 11/4 4:30 p.m. - 6 p.m. SU, Ballroom

[WWW.SJSU.EDU/CAREERCENTER](http://www.sjsu.edu/careercenter)

All the resources you need, right when you need them.

**Find it fast. Find it easy. Find success.**

GET CONNECTED!



REGISTER ON SPARTAJOBS: Activate your membership to access a 24/7 job and internship database and many other Career Center services!

1. Go to [www.sjsu.edu/careercenter](http://www.sjsu.edu/careercenter) 2. Click the SpartaJobs Students button 3. Enter your 9-digit Tower Card number as both your User ID and password

