

# CAREER CENTER PROGRAM & EVENT CALENDAR FALL 2009



## EXPLORE, EXPERIENCE, LAUNCH

### ► Activate Your Career Center Membership

Advantages include a 24/7 job and internship bank which lists many opportunities both on and off-campus, a resume referral service, and notification of upcoming Career Center events.

Go to [careercenter.sjsu.edu](http://careercenter.sjsu.edu) and click "Student Login" to become a Career Center member today! User ID & Password = 9-digit # on your Tower Card. Get connected today!

## CAREER PREPARATION

### CAREER PREPARATION PROGRAMS

#### EXPLORING CAREERS

Learn how to explore careers in your major, as well as methods and resources for checking out other career areas.

TU	9/15	noon – 1:15pm	Mod F
TH	10/1	3:00 – 4:15pm	Mod F
W	11/18	noon – 1:15pm	Mod F

#### CHOOSING A MAJOR

Find out how to choose a major that's a good "fit" for you, as well as methods & resources for exploring areas of study at SJSU.

TH	9/10	noon – 1:15pm	Mod F
W	10/7	noon – 1:15pm	Mod F
TU	10/27	1:30 – 2:45pm	Mod F
TU	11/10	noon – 1:15pm	Mod F

#### DECISION MAKING RESOURCES AVAILABLE ONLINE 24/7

##### Exploring Majors & Careers Tutorial

It's all here; from where to begin, to making a final decision. [www.careercenter.sjsu.edu](http://www.careercenter.sjsu.edu) students > explore > exploring majors and careers tutorial > start Eureka

Great on-line tool for career and graduate school research.

[www.careercenter.sjsu.edu](http://www.careercenter.sjsu.edu) > student log-in > announcements > Eureka

## CAREER ADVISING

### WEEKLY OFFICE HOURS

Need quick career tips? Career Consultants provide advice to SJSU students on a variety of topics including: job/internship search strategies, interviewing tips, grad school, choosing a major, finding a career with your major, career planning, enhancing your resume, and more. Office hours begin the week of 8/31/09 and are offered on a first come, first served drop-in basis.

#### DROP-IN

General Career Info	M	10:30 – noon	Mod F
	TU/TH	12:30 – 2:00pm	Mod F
DisABILITY & Employment (WAIV)	TU	10:30 – 12:30pm	Clark Hall 128B
Exploring Majors & Careers	W	3:00 – 5:00pm	Clark Hall 128B
Exploring Next Steps After Graduation	W	11:00 – 12:30pm	Mod F
Job Search – Engineering/Science	TU	2:30 – 4:00pm	Engr 344
Job Search – Business/CASA	W	2:30 – 4:00pm	Mod F
Job Search – Soc Sci/H&A/Educ/Soc Wk	TH	1:30 – 3:00pm	Mod F

#### BY APPOINTMENT CALL 924-6031

Schedule an appointment for the following topics: Job Search Strategies, Internships, Career Exploration, Interviewing, Assessment, Choosing a Major, and Disclosure.

\*Cancellation Policy: To cancel an appointment, call 924-6031 at least 24 hours in advance.

A No-show or a No-call will result in a block for future appointments.

## JOB SEARCH

### JOB & INTERNSHIP SEARCH PROGRAMS

#### JOB FAIR SUCCESS WORKSHOPS

Develop job search strategies that help you succeed at job fairs, employer events and more. First come, first served basis, no late admission. Arrive early to secure a seat.

Bring your tower card or Career Center membership card.

W	9/9	3:00 – 4:15pm (Accounting & Finance focus)	Mod F
W	10/7	noon – 1:30pm	Umunhum Room, SU
TU	10/13	3:00 – 4:15pm	Mod F

\*Access the online workshop 24/7 by logging into your Career Center account at [www.careercenter.sjsu.edu](http://www.careercenter.sjsu.edu).

#### INTERNSHIP WORKSHOPS

Gain job search strategies to help you find practical work experience through an internship.

M	11/2	noon – 1:15pm	Mod F
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#### JOB SEARCH 1.0: STARTING YOUR JOB SEARCH

Learn tips and strategies to begin the job search process.

TH	9/24	3:00 – 4:15pm	Mod F
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#### JOB SEARCH 2.0: BRANDING YOURSELF FOR SUCCESS

Learn tips and strategies for developing your personal brand on-line. Use your brand to market yourself to employers and build new networks.

W	9/30	noon – 1:15pm	Mod F
TU	10/27	11:00 – 12:15pm	Mod F
TH	11/19	3:00 – 4:15pm	Mod F

#### FINDING A JOB IN A TOUGH ECONOMY

Develop practical job search strategies to be successful in a down economy.

W	9/9	11:00 – noon	Mod F
TH	10/29	noon – 1:00pm	Mod F
TU	11/17	noon – 1:00pm	Mod F

24/7 Online Job Search Strategy resources available at [www.careercenter.sjsu.edu](http://www.careercenter.sjsu.edu) > students > launch

#### JOB & INTERNSHIP RESOURCES AVAILABLE ONLINE 24/7

##### Internship Journey Video Series

Gain insight from employers and students on what you need to know about internships. [www.careercenter.sjsu.edu](http://www.careercenter.sjsu.edu) > students > experience > internships

##### The SJSU Career Center Blog

Get the inside scoop on careers and internships from employers, our staff, and students. Also features convenient links to 24/7 Career Center resources and relevant websites and blogs. [www.thesjsucareercenter.wordpress.com](http://www.thesjsucareercenter.wordpress.com)

##### Our Facebook Fan Page

Stay up to date on event listings, links, videos/photos, and other information that will keep you updated on our latest services and employment trends. (Search: San Jose State Career Center via Facebook)

## RESUME PROGRAMS

### RESUME CRITIQUE DROP-IN FOR SJSU STUDENTS

Stop by for a critique of a final draft of your resume or cover letter.

M, TU, W 1:00 – 3:00pm Mod F

### RESUME 101 WORKSHOPS

Discover the basics of resume writing. Check out these proven strategies for effectively presenting yourself to employers.

M	9/14	noon – 1:00pm	Mod F
TU	9/29	noon – 1:00pm	Mod F
W	10/21	noon – 1:00pm	Mod F
TH	11/19	noon – 1:00pm	Mod F

### RESUME TIPS FOR INTERNATIONAL STUDENTS

Get tips on resume writing specific for international students.

M	9/21	noon – 1:00pm	Mod F
TU	10/20	noon – 1:00pm	Mod F

### “NO ‘EXPERIENCE’? NOT TRUE!”: BUILDING AN ATTENTION GETTING RESUME

Learn tips on how to reframe your “college experience” as “work experience” to build your resume, get the interview, and win the job.

M 10/5 noon – 1:30pm Mod F

### PREPARE FOR THE JOB FAIR

Bring your resume for one last review and practice your one minute commercial prior to the career and internship fair. A final, updated resume is required for a critique. First come, first served on a drop-in basis. (Open to SJSU students and registered alumni).

M 10/12 1:00 – 4:00pm Mod F

### RESUME RESOURCES AVAILABLE ONLINE 24/7

#### Online Resume Toolkit

Gather essential tips for crafting a great resume.

[www.careercenter.sjsu.edu](http://www.careercenter.sjsu.edu) > students > virtual tools > resume toolkit

## INTERVIEW PROGRAMS

### INTERVIEW SKILLS WORKSHOP

Get over your interview jitters. Learn proven techniques to present yourself like a professional before, during, and after interviews.

W	9/23	noon – 1:15pm	Mod F
TU	10/20	3:00 – 4:15pm	Mod F

### INTERVIEW RESOURCES AVAILABLE ONLINE 24/7

#### Perfect Interview

Check out our interviewing tool which gives you the opportunity to practice and perfect your interviewing skills.

[www.careercenter.sjsu.edu](http://www.careercenter.sjsu.edu) students > launch > interview > perfect interview

## EMPLOYER CONNECTIONS

### ACCOUNTING/FINANCE JOB & INTERNSHIP FAIR

Connect with public accounting, corporate and government representatives to discuss career and internship opportunities. Attend a job fair success workshop to increase your marketability.

W 9/16 2:00 – 5:00pm Ballroom, SU

*\*Please bring your current SJSU Tower Card or Career Center Membership Card.*

*Attire: Business Casual or Professional Business strongly recommended.*

### FALL JOB & INTERNSHIP FAIR

Meet with employers anticipating internship and/or career opportunities in business and technical fields. Open to all majors. Attend a job fair success workshop to increase your marketability.

TH 10/15 noon – 5:00pm Event Center

*\*Please bring your current SJSU Tower Card or Career Center Membership Card.*

*Attire: Business Casual or Professional Business strongly recommended.*

### EMPLOYER RECRUITING TABLES

Connect with employers face-to-face in an informal environment. Check out the Career Center Web site for updated information: [www.careercenter.sjsu.edu](http://www.careercenter.sjsu.edu).

### INFORMATION SESSIONS

Meet and network with employers about career/internship opportunities.

Get informed about trends within a specific organization in a forum setting. Check out the “Event Calendar” section of the Career Center Web site for additional details and schedule updates: [www.careercenter.sjsu.edu](http://www.careercenter.sjsu.edu).

## SPECIAL EVENTS

### EMPLOYER PANEL: BUSINESS RESUMES

Learn resume tips and advice directly from a panel of local professionals. Focus will be on business-style resumes, all majors are welcome.

W 10/7 5:30 – 7:00pm Umunhum Room, SU

### IDEALIST.ORG GRADUATE SCHOOL FAIR

Learn more about graduate programs that connect your education to a future social impact career. For more information visit: [www.idealists.org](http://www.idealists.org)

TH 10/15 5:00 – 8:00pm San Francisco County Fair Building

### EMPLOYER PANEL: INTERVIEWING FOR TECHNICAL POSITIONS

Get great tips from employers on how to shine in the job interview.

TU 10/27 noon – 1:30pm Engr 285/287

### CAREERS IN FEDERAL GOVERNMENT

Learn about opportunities within federal government. Get tips on the job search and application process from government professionals.

TU 11/3 3:00 – 5:00pm Umunhum Room, SU

## PARTNERSHIP EVENTS

### ALUMNI ASSOCIATION GOLD FALL PROGRAMMING

\*RSVP for each event is required at [sjsualumni.com](http://sjsualumni.com).

### WHAT DOES YOUR FACEBOOK PAGE SAY ABOUT YOU?

Learn how to leverage Facebook and other social media toward landing the job you want!

TU 9/15 6:30pm Costonoan Room, SU

### NETWORK LIKE AN EXPERT

Learn from our panel of alums how to turn any social situation into a positive networking experience that may lead you to your next job, promotion or more!

TU 10/20 6:30pm Costonoan Room, SU

### DRESS FOR SUCCESS

Show employers and managers that you are ready to take the next step in your career.

Learn to look your personal best at this hands on seminar from a certified style expert.

TU 11/17 6:30pm Pacifica Room, SU

### COUNSELING SERVICES' WORKSHOPS

#### GRADUATION – WHAT'S NEXT?

Come to this workshop and learn tips to making graduation a smooth process.

Dates and times TBA.

#### CONSIDERING GRADUATE SCHOOL?

Participate in this workshop to learn about possible options.

Dates and times TBA.

*\*Events and workshops are subject to change. Check our website for calendar updates at [www.careercenter.sjsu.edu](http://www.careercenter.sjsu.edu)*

#### SPARTAJOBS

Search our job & internship bank (Exclusive for SJSU students & registered Alumni) that includes on-campus and off-campus, part-time, full-time, summer, internship and career positions. Check frequently! [www.careercenter.sjsu.edu](http://www.careercenter.sjsu.edu) > Student log-in

#### CAREER CENTER HOURS OF OPERATION

M – TH 10:00 – 5:00pm Mod F