



WORKSHOPS FOR STUDENTS

WORKSHOP WEDNESDAYS SOMETHING FOR EVERYONE!

Finding an Internship* Tips on identifying and applying for internships, etc.
Sept. 2 October 7 & 21 1:00pm, SU1532

Choosing a Major* Learn about myths and considerations in making your decision.
Sept. 2 October 7 & 21 2:00pm, SU1532

Resume + Letter = Interview* Learn valuable tips for successful job hunting. You may bring your resume and cover letter for feedback.
Sept. 2 October 7 & 21 3:00pm, SU1532

NEW! Making the Difference: Finding Federal Employment* Identify where the jobs are and how to navigate the application process. (U.S. Citizenship—basic requirement!)
Sept. 2 October 7 & 21 4:00pm, SU1532

Creative Job Search Strategies in a Tough Economy* What else can you do to capture the attention of a hiring company?
Sept. 9 & 23 October 14 1:00pm, SU1532

What Can I Do with My Arts & Sciences (or Interdisciplinary Studies) Degree?* What can you do with *your* major?? A lot more than you think!!
Sept. 9 & 23 October 14 2:00pm, SU1532

Marketing Your Student Involvement and Experiences* Learn how to market these in a way that employers will understand.
Sept. 9 & 23 October 14 3:00pm, SU1532

NEW! Applying to Grad School* What do I need? When do I apply? Recommended for juniors (but open to all).
Sept. 23 **ONLY!** 4:00pm, SU1532

NEW! Global Careers* For students interested in international careers.
October 14 **ONLY!** 4:00pm, SU1532

*Please contact Career Services to confirm all workshop dates/times and to register.

EVENTS & PROGRAMS

CURRENT:

Part-time Job Fair
On and off-campus employers will be here to interview students for part-time employment.
Info.: sheila.anderson@utoledo.edu
Wed., August 26, 12:00—3:00pm SU Auditorium

Mid-semester Educators Conference
For undergraduate and graduate Education students who are completing student teaching.
Info.: beth.nicholson@utoledo.edu
Friday, October 16, 8:30—1:00pm, SU2582-84

New! Graduate Student Career Series: Self Assessment
Information about job preparation for graduate students.
Info.: terri.burnett@utoledo.edu
Tentative: Thursday, Oct. 22, 12-2:00pm

Pharmacy Day
This event features an open networking time followed by interviews for graduating students with various organizations, all focusing on the many career options in pharmacy. Interview attire expected.
Info.: maryjo.borden@utoledo.edu
Wed., October 28, 10:00-5:00pm
(open session: 11-12:00), SU Auditorium

UPCOMING:

New! Graduate Student Career Series: Career Planning for Masters Students (co-sponsored by Career Services & Graduate Studies)
Tentative: November 5, 4-5pm

New! Internship Fair: November 13

Major of the Month - Each month we highlight a major with helpful and interesting information on our bulletin board.
Sept: English Oct: Pharmacy
Info: maryjo.borden@utoledo.edu

ANNOUNCEMENTS

Faculty / Instructors... DON'T CANCEL CLASS! Is there a date that you can't be in class? Call us! We have programs to fit the needs of first-year students, graduating seniors, students and everything in-between. **Our most popular topics include:**

- Career Services Overview and Resume Development
- FOCUS (on-line career assessment)
- Job Search Strategies
- Interviewing Skills
- Business Protocol

STUDENT EMPLOYMENT:

SEPA's must:

- Be processed by the Student Employment office.
- Have two different approval signatures.
- Be delivered to Student Employment 3 days before the Payroll deadlines.
- Have the work study contract attached to the SEPA if the student is work study.
- Be approved before students can start working. You will receive notification from our department.

QUESTIONS? Call Sheila Anderson, x8553

TIMECARD INFORMATION:

- Print name, include Rocket # and dept name.
- Indicate dates of work, time in/out and hours.
- Dept. info. must be completed on **all** timecards.
- Use **blue** or **black INK** only!
- Signed **legibly** by the student.

JOBS & INTERSHIPS

RocketJobs - Our jobs database for all types of on- and off-campus positions, internships and career opportunities. Students can also post resumes in any format, using any browser.

Internship Help - Need help finding the right internship? Attend an Internship workshop or meet with one of the Career Services staff members. Reserve time for the workshop or an appointment.

Contact Info & Hours

Office Hours: Mon. - Fri., 8:15 am - 5:00 pm
Walk-in Hours: Mon., Tues., Th., Fri.: 2-4 pm
Location: Student Union Room 1532
Phone: 419.530.4341 **Fax:** 419.530.4013
Web: utoledo.edu/utlc/career