

Career Services



LEARNING
COLLABORATIVE
THE UNIVERSITY OF TOLEDO

Fall 2009 - Spring 2010 Program Calendar

Events and Workshops

Dates and times are subject to change.

Fall 2009



Part-time Job Fair

Wed., August 26, 12 – 3 pm, SU Auditorium

On and off-campus employers will be here to interview students for part-time employment.



Discover the Opportunities: Part-time Work & Internships

Wed. Sept 23 OR Thu. Sept 24, 4-4:50 pm, SU 2582

This workshop will help you identify and market your skills to employers and provide you with tips on securing a part-time job or internship. (Part of Olympiad)



Mid-semester Educator's Conference

Fri., October 16, 8:30 am-1 pm, SU 2582-84

For undergraduate and graduate Education students who are completing student teaching. Co-sponsored by Career Services and College of Education.



New! Career Exploration and Self Assessment for Graduate Students [Graduate Professional Development Programs]

Thu., October 22, 12 - 1:30 pm, SU 2582-84

This program will help you to understand that effective career decision-making begins with knowing yourself. Pre-registration required. Co-sponsored by Career Services & Graduate Studies.



Pharmacy Day

Wed., October 28, 10 am – 5 pm (open session: 11-12), SU Auditorium

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.



New! Career Planning for Master Students [Graduate Professional Development Programs]

Thu., November 5, 4 - 5:30 pm, SU 2582

As part of pursuing your master's degree, start considering the logistics of career planning. Topics to be addressed include important career-related planning activities; job search strategies; decisions related to continuing your education; and resources available to graduate students. Pre-registration required. Co-sponsored by Career Services & Graduate Studies.



New! Internship Fair

Fri., November 13, 12 - 3 pm, SU Auditorium

Opportunities for students from all majors who are seeking internships for Spring or Summer 2010--there should be ample time to gather and submit application materials in time to meet the summer deadlines that often occur in February and March.

Spring 2010



Major-Palooza

Wed., February 10, 11:30 am – 3:30 pm, SU Auditorium

All students exploring career and major options are encouraged to attend this event to gain information about UT majors and careers. College advisers, as well as departmental representatives will be available. Co-sponsored by Career Services & Gateway Programs (QUEST).



Criminal Justice Fair

Wed., February 17, 12 – 3 pm, HSHS

All students interested in federal, state, or local criminal justice careers are encouraged to attend this event. Co-sponsored by Career Services and Department of Criminal Justice.



New! Career Roundtable for Graduate International Students [Graduate Professional Development Programs]

Thu., February 25, 11 am - 12 pm, SU 2582

Professionals will be on hand to address FAQs about Social Security, practical training; employer sponsorship; and professional employment challenges and strategies. Pre-registration required. Co-sponsored by Career Services & Graduate Studies.



Mid-semester Educator's Conference

Fri., March 5, 8:30 am - 1:00 pm, SU 2582-84

For undergraduate and graduate Education students who are completing student teaching. Co-sponsored by Career Services and College of Education.



Graduate Assistant Fair

Fri., March 19, 9 am – 4 pm, SU 2582-84

Interview Day for Master's students to interview for an assistantship within the Division of Student Affairs.



New! Exploring Career Options for Doctoral Students [Graduate Professional Development Programs]

Wed., March 24, 5:15 – 6:45 pm, SU 2582-84

Provides an overview of the academic job search process as well as career paths outside the academy. Information will be given to assist you in identifying options and resources, translating your credentials, networking, and job searching strategies. Pre-registration required. Co-sponsored by Career Services & Graduate Studies.



Education Day

Mon., April 12, 8:30 am – 4:00 pm, SU Auditorium

School districts from Ohio and across the U.S. will be attending. There will be an Open Session from 10 - 11 am for all interested student teachers and alumni. School districts will set up interviews during this time. Interview attire is expected.



Student Employee Appreciation Day

Wed., April 14, 11:30 am – 1:00 pm, SU South Lounge

Student Employment in Career Services is thanking all of UT's student employees by giving away free goodies. Supervisors will give students a voucher to exchange for a "goodie."

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CAREER SERVICES presents...

WORKSHOP WEDNESDAYS!



Finding an Internship*

1 - 2 pm, Student Union 1532

Sept 2; Oct 7, 21; Nov 4, 18; Dec 2; Jan 20; Feb 3; Mar 3, 17; Apr 7, 21.

Internships are a valuable part of the college experience. Tips on how to find a relevant internship. **Prior sign-up encouraged.**



Choosing a Major*

2 - 3 pm, Student Union 1532

Sept 2; Oct 7, 21; Nov 4, 18; Dec 2; Jan 20; Feb 3; Mar 3, 17; Apr 7, 21.

Learn more about myths and what to consider in deciding or changing your major and/or career. **Prior sign-up encouraged.**



Resume + Letter = Interview*

3 - 4 pm, Student Union 1532

Sept 2; Oct 7, 21; Nov 4, 18; Dec 2; Jan 20; Feb 3; Mar 3, 17; Apr 7, 21.

This workshop offers valuable tips for successful job hunting. You are welcome to bring your resume and cover letter for feedback. **Prior sign-up encouraged.**



New! Making the Difference: Finding Federal Employment*

4 - 5 pm, Student Union 1532

Sept 2; Oct 7, 21; Nov 4, 18; Dec 2; Jan 20; Feb 3; Mar 3, 17; Apr 7, 21.

The US government offers internship and entry-level options for students in every major and interest area. Identify where the jobs are and how to navigate the application process. Please note: US citizenship is a basic employment requirement. **Prior sign-up encouraged.**



New! Creative Job Search Strategies in a Tough Economy*

1 - 2 pm, Student Union 1532

Sept 9, 23; Oct 14; Dec 9; Jan 27; Mar 24; Apr 28

Creative and effective job search strategies discussed. **Prior sign-up encouraged.**



What Can I Do with My Arts & Sciences Major?*

2 - 3 pm, Student Union 1532

Sept 9, 23; Oct 14; Dec 9; Jan 27; Mar 24; Apr 28

Much more than you might think! Transferable skills and how to market degree discussed. **Prior sign-up encouraged.**



New! Marketing Your Student Involvement and Experiences*

3 - 4 pm, Student Union 1532

Sept 9, 23; Oct 14; Dec 9; Jan 27; Mar 24; Apr 28

Many of your college experiences, whether through an organization, a class, a job, or volunteer/internship experience have value in your job search. Learn how to market these in a way that employers will understand. **Prior sign-up encouraged.**



New! Special Topics*

4 - 5 pm, Student Union 1532

Explore a specific career topic or field in depth in these sessions. **Prior sign-up encouraged.**

Sept 23 Applying to Graduate School
Oct 14 Global Careers
Dec 9 Non-Profit Careers
Jan 27 Academic Job Search
Apr 28 If you don't have a job at graduation...



Major of the Month

Check out our bulletin board across from our office...each month we highlight a major with helpful and interesting information that you can use.

September	English	January	Fine Arts
October	Pharmacy	February	Economics
November	Film & Video	March	Women's & Gender Studies
December	Nursing	April	Engineering Technology
		May	Finance

Contact Info & Hours

Office Hours: Mon - Fri, 8:15 am - 5:00 pm
Walk-in Hours: Mon - Tue - Thu - Fri, 2 - 4 pm
Location: Student Union, Room 1532
Phone: 419.530.4341 Fax 419.530.4013
Website: utoledo.edu/utlc/career
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*Please contact Career Services to confirm workshop dates/times and to register. Walk-ins welcome.