

Career UPDATE

CAREER DEVELOPMENT CENTER
DIVISION OF STUDENT AFFAIRS

SPRING 2008

FAU BOCA RATON Workshops

JANUARY

- 10 On-Campus Recruiting 4-5 p.m.
- 14 Resume Writing 3-4 p.m.
- 15 Navigating the Academic Job Search * 3-4 p.m.
- 16 On-Campus Recruiting 2-3 p.m.
- 17 Co-Op 1-2 p.m.
- 17 Navigating the Non-Academic Job Search * 5-6p.m.
- 18 Interview Skills 2-3 p.m.
- 18 CV Writing* 3-4 p.m.
- 22 On-Campus Recruiting 2-3 p.m.
- 23 Co-Op 2-3 p.m.
- 23 Resume Writing 3-4 p.m.
- 28 On-Campus Recruiting 3-4 p.m.
- 30 Resume Writing 3-4 p.m.
- 31 Co-Op 1-2 p.m.
- 31 Interview Skills 2-3 p.m.

FEBRUARY

- 4 Resumé Writing 3-4 p.m.
- 5 Career Day 101 3-4:30 p.m.
- 6 Co-Op 2-3 p.m.
- 8 Interview Skills 2-3 p.m.
- 11 OCR 1-2 p.m.
- 13 Job Search Strategies 3-4 p.m.
- 15 Co-Op 1-2 p.m.
- 19 Navigating the Academic Job Search * 12-1 p.m.
- 19 Salary Negotiations 2-3 p.m.
- 20 CV Writing* 12-1 p.m.
- 21 Components of the Academic Application* 12-1 p.m.
- 21 Co-Op 1-2 p.m.
- 26 Academic Interviewing and Salary Negotiations * 12-1:30 p.m.
- 26 Co-Op 2-3 p.m.
- 28 Navigating the Non-Academic Job Search* 12-1 p.m.
- 28 Resume Writing 2-3 p.m.
- 29 Co-op 1-2 p.m.

MARCH

- 11 Resume Writing 3-4 p.m.
- 13 Job Search 3-4 p.m.
- 14 Interview Skills 2-3 p.m.
- 18 Navigating the Non-Academic Job Search* 2-3 p.m.
- 19 Navigating the Academic Job Search* 2-3 p.m.
- 20 CV Writing* 2-3 p.m.
- 20 Choosing a Major 3:30-4:30 p.m.
- 24 Academic Interview Skills and Salary Negotiations* 2-3:30 p.m.
- 25 Components of the Academic Application* 2-3 p.m.
- 27 Salary Negotiations 1-2 p.m.
- 31 Choosing a Major 2-3 p.m.
- 31 CV Writing* 3:30p-4:30 p.m

APRIL

- 2 Components of the Academic Application* 3:30-4:30 p.m.
- 9 Resume Writing 3-4 p.m.
- 10 Interview Skills 2-3 p.m.

* Graduate Student Workshops
All workshops are held in SU 222

FLORIDA ATLANTIC UNIVERSITY™

SUMMER 2008 CO-OP PROGRAM

Are you tired of the same old summer job? Begin building your resume this summer by participating in FAU's co-operative education and internship program. Secure a position related to your major, get paid, learn valuable skills and earn credit towards your degree (pending department approval).

Co-op is a great way to explore different interests and work environments while building a professional network at the same time.

In order to be eligible for co-op, you must be a full-time degree-seeking FAU undergraduate or graduate student and have a FAU cumulative G.P.A. of 2.3 undergraduate or 3.0 graduate. Plan on attending a co-op workshop this spring for a summer co-op position. During the workshop you will learn the requirements to be able



to participate in co-op, how to submit an application and upload your resume to Interfase (CDC's on-line database). Applications are available at the co-op workshops and on line. Deadline for applications is March 12 to be included in the first employer resume referrals.

Visit www.co-op.cdc.fau for further information about co-op along with dates/times of workshops.

SPRING 2008 CAREER DAY AND CAREER PREP MONTH

The Career Development Center (CDC) and FAU's Boca Raton Student Government Association are sponsoring the Spring 2008 FAU Career Day to be held on Thursday Feb.7, from 10 a.m. to 3 p.m. in the newly renovated FAU Arena on the Boca Raton Campus. Business attire is required to attend this event. To see a list of companies attending the Career Day please visit our website at www.cdc.fau.edu or view company profiles on Interface.



In the month leading up to Career Day, the CDC will be hosting a series of workshops designed to help students prepare for the event. Career Prep Month will be held from Jan. 14 through Feb. 5. Resumé workshops offer tips on developing a resume which highlight skills that employers are looking for. Interview workshops will help students prepare for various types of interview questions as well inform students of the various types of interview formats.

On Jan. 28-29, the CDC staff will conduct resume critiques to help students put the final touches on their resumé. Also don't miss the Career Day 101 workshop on Feb. 5 from 3-4:30 p.m. Presented by Enterprise Rent-A-Car and Stein Mart, this workshop includes strategies on how to prepare for a job fair, how to network with employers and tips on dressing for success. Raffle prizes will be given out.

Check out the mannequins on display in SU 220!

4TH ANNUAL CARNIVAL OF MAJORS

*Are you trying to decide on a major?
Did you choose the right major for you?
Do you want to explore your options?*

Meet with faculty, college representatives and student affairs counselors to learn about careers, majors, and ask questions!



complementary minors and how their degree will prepare them for future endeavors.

This event will be held in the lobby area of the Senate Chambers of the University Center from noon – 2p.m. Free food and door prizes will be given. All students are welcome.

The 2008 Spring Carnival of Majors Fair is just around the corner! On Wednesday March 26, 2008, the Career Development Center, Freshman Academic Advising Services and Office of Student Retention are sponsoring FAU's 4th Annual Carnival of Majors Fair for exploratory/undecided students. At this event students can meet with faculty and staff to learn more about majors offered in the colleges,

ETIQUETTE DINING EVENTS FOR SPRING

The Career Development Center (CDC) will co-host two etiquette events in Spring 2008 with President and Mrs. Courtney Brogan at the Eleanor R. Baldwin House on the Boca Raton campus. These events will instruct students in the finer art of formal dining, etiquette and protocol. The Etiquette Luncheon, hosted by Mrs. Brogan, the Career Development and Boca Raton Student Government, will be held on Wednesday, Feb. 27 from noon to 2 p.m. for FAU undergraduate students.

This year the CDC will co-host the inaugural Graduate Student/ Recent Alumni Etiquette Dinner on Tuesday, March 11 from 5:30 to 8:30p.m with the FAU Leadership Committee and FAU Alumni Relations at the Eleanor R. Baldwin House. This event will feature an instructional introductory reception where guests will learn the art of mingling and networking.



Jacqueline Whitmore, founder of The Protocol School of Palm Beach, will guide students and alumni through the finer points of business dining, international customs and making the right first impression. Students must pre-register to reserve a seat by submitting a \$30 deposit check made payable to FAU. Checks will be returned to students the day of event. FAU undergraduate students must pre-register for the Etiquette luncheon by Monday,

Feb. 18. The registration deadline for the Graduate Students/Recent Alumni Etiquette Dinner is Monday Feb. 25. Deposits must be dropped off at the Career Development Center in the Student Support Services Building (SU) Room 220 on the Boca Raton Campus. Seating is limited at both events and is available on a first come basis. Make your reservation to enjoy a delicious meal and learn the art of fine dining.

CAREER DEVELOPMENT RECEIVES GRANT

Target Corporation recently awarded an educational grant in the amount of \$1,500 to the Career Development Center. The grant will provide additional funding for graduate assistant career advisors in support of the Same Day Career Advising Program. The career advisors provide drop-in advising hours every Monday, Tuesday and Wednesday from 1 to 3 p.m. and on Thursday from 3:30-4:30 p.m. in Heritage Park Towers Support Center. The career advisors are key staff members as they help to coordinate career events such as the Carnival of Majors Fair and Career Day.

Jordan Sembler, group campus recruiter for Target Stores stated: "Target continues to build a strong partnership with Florida

Atlantic University and is excited to be able to help fund the Same Day Career Advising Program. We look forward to working with Florida Atlantic University students and staff in 2008."

"The additional funding will allow us to provide increased access to career advisors and comes at a crucial time when state universities underwent significant budget cuts this past year," said Sandra Jakubow, director of the Career Development Center. "We appreciate the generous support Target continues to provide our center."



Optimal Resumé Coming to the Career Development Center

The Career Development Center (CDC) will launch a new cutting-edge resume system, Optimal Resume, free for all enrolled degree-seeking students and alumni who are registered with our office. Optimal Resume is a comprehensive web-based application which enables users to create, present and manage their resumes. This interactive tool provides users access to their resumes on a 24/7 basis via the Internet. Users can view various resume

formats and samples to create customized resumes for their majors or career goals. Resumes are generated in multiple formats including MS-Word, Plain Text, PDF and HTML. Students and alumni can download their resumes from Optimal Resume into the CDC's job search database Interfase. Look for Optimal Resume coming soon to the CDC on your campus in spring 2008.

INTERFASE AND ON-CAMPUS RECRUITING

Interfase is a database that gives you the opportunity to post your profile and resume online, view current job listings, submit your resume to employers, participate in resume referrals to employers, schedule on-campus recruiting interviews with employers and have your own personal calendar online. Additionally, employers can view your resumé and invite you to interview for opportunities.

Through Interfase, you can schedule on-campus

interviews with an employer. To participate in On-Campus Recruiting, you must be a currently enrolled, degree-seeking student, graduating in May 2008, August 2008, December 2008 or be a FAU graduate(1 year post graduation). For undergraduate transfer students: You must have completed 12 credits at FAU. For graduate students: You must have completed at least 9 credits at FAU. After registering with Interfase you will have the

opportunity to view jobs, employer schedules and submit your resume for consideration. The employer will be able to view your qualifications and request an interview with you on-campus. If selected to interview, you can log into Interfase and schedule an appointment online with that employer. Have you signed up with Interfase? If not, go to www.cdc.fau.edu and sign-up today.

CAREER AND LIFE PLANNING COURSE SLS 1301

SLS 1301, Career and Life Planning is designed to help freshmen and sophomores learn how to approach making career decisions. The course focuses on understanding how values, interests, skills and personality influence career choices. Students will complete several online assessment inventories, conduct an informational interview with an alumni mentor and formulate an action plan for achieving a career goal. Students will learn how to use various information resources to research academic majors and career options.

Partner Campuses

FAU JUPITER

MEET THE STAFF

Heather Burke-Sheridan holds a Master of Science degree from California State University, Northridge, in Counseling with an option in College Counseling and Student Services. She has a combined total of 26 years experience in the fields of business and education and worked the in Los Angeles area for 20 years before relocating to Florida.

NEW STAFF

FAU Jupiter Career Center welcomes new Program Assistant Latisha Myrick. Ms. Myrick holds a Bachelor of Public Management from Florida Atlantic University, Alumni class of 2007. She has seven years of experience in working with young adults from her time spent with the American Red Cross and the Palm Beach County School District.

Career and College Day for Sigma Seniors



The Jupiter Career Development Center is proud to host the quarterly Sigma Seniors event as a part of its community outreach efforts. The Sigma Seniors Program is a part of the ongoing efforts of the Phi Beta Sigma Fraternity Inc. to increase the number of African-American males who pursue college degrees.

Members of the Sigma Beta Club sponsored by the Gamma Zeta Sigma Chapter who are in the twelfth grade are invited, along with their friends who are also seniors, for a day of activities and workshops on the FAU Jupiter campus.

The day is designed to enable the young men to become familiar with and comfortable in a university atmosphere. The day includes workshops on topics such as resume writing, completing the admission process, financial aid and how to transition to college life. Conrad Jones, (on right side of picture) the Sigma Beta Club advisor, says that "FAU's participation in this event, broadens the young men's horizons, promotes the university and helps them to prepare in a meaningful way for the college experience."

FAU TREASURE COAST

MEET THE STAFF



JASON DAVIES

Jason is the assistant director of student affairs at the Treasure Coast campus. Along with assisting students with career planning, he is also responsible for multiple aspects of student life and is the advisor for Student Government. His work with the Career Development Center consists of planning the annual spring Career Fair for the Treasure Coast campus and partnering with local employers to further develop his campuses database of job opportunities. Jason received his B.S. in biology from Palm Beach Atlantic University and his M.A. in student affairs administration in higher education from Ball State University.

A.J. CHASE

A. J. is the assistant dean of student affairs on the Treasure Coast campus. In this role she is responsible for all student affairs functions on the campus. In her career role A. J. works closely with the Treasure Coast students in developing resumes, job search skills and overall career planning. She offers workshops, presentations, and one on one career planning sessions for students. A. J. has taught career development classes, served on a variety of advisory boards and is very active in the Treasure Coast community. A. J. earned her B. S. in public administration from George Mason University, her M. A. in college student personnel from Bowling Green State University, and is currently a Ph.D. candidate in higher education at FAU.

FAU DAVIE

FAU BROWARD CAREER DEVELOPMENT CENTER SPRING 2008 SCHEDULE OF ACTIVITIES

EVENT	DATE	TIME	DESCRIPTION
Co-op Workshop	Feb. 7 Feb. 14 Feb. 21 Feb. 28	1 - 2 p.m. 1 - 2 p.m. 1 - 2 p.m. 1 - 2 p.m.	This workshop will provide an overview of the Co-op program and how to apply for Co-op. In the workshop you will receive an application and instructions on how to complete the application process.
Student Success Workshops	Mar. 13 Mar. 20 Mar. 27	2 - 3 p.m. 2 - 3 p.m. 2 - 3 p.m.	Receive information on obtaining career success by combining effective career strategies with the counseling model.
JOB FAIR	Feb.12	11 a.m. - 3 p.m.	Come meet your future employer! Over 50 employers will be on campus! This is for all FAU majors. Bring your resume, and dress for career success!
International Students Forum	April 9 April 11	3 - 4 p.m. 3 - 4 p.m.	Insight for international students provided including application for visa, and updates from a nationally-respected immigration lawyer.
Etiquette Luncheon Protocol Dinner (Graduate Students)	March 23 April 18	11 a.m. - 1 p.m. 6 - 9 p.m.	Come and enjoy a four course meal and learn to dine like a diplomat and impress prospective employers!
RESUME WORKSHOPS	Feb. 5 Feb. 6 Feb. 7 Feb. 8 Feb. 9	5 - 6 p.m. 1 - 2 p.m. 1 - 2 p.m. 5 - 6 p.m. 10 a.m. - 2 p.m.	UPDATE YOUR RESUME BEFORE THE JOB FAIR!
Professional Image Consulting • Individual Sessions • Limited Space • Must schedule appointment	April 8 April 9	1 - 4 p.m. 1 - 4 p.m.	Students will meet with a professional image consultant to enhance their professional growth and development.