

## Office of Career Services

# CAREER *focus*

“Preparing students for success”

Spring 2017

### *Happy New Year!*

We hope you had a wonderful break! There are so many great things happening in the Office of Career Services (OCS) this semester! Finding your perfect career may be easy, or it may take some work, but we are here to help you along the way. Also, there's no time like the present to kick off your search for career opportunities!

Here's a quick checklist to help you stay ahead of the competition:

- ✓ Meet with your career advisor early and often.
- ✓ Create or update your resume, cover letters and LinkedIn profile.
- ✓ Research companies and organizations of interest.
- ✓ Practice and hone your interviewing skills with mock interviews.
- ✓ Mark your calendar for special events, career fairs, workshops and networking events.
- ✓ Secure references and letters of recommendation.
- ✓ Modify your email and voicemail to reflect a professional signature and message.

We offer a full range of services and events that can help you develop the professional skills you need to eventually transition from student to professional. We are committed to working with you to explore, develop and achieve your professional goals. So, stop by for a career assessment, a quick resume review, and assistance with an internship or job search. We're located in St. Joseph, Room 302. Our hours are 9:00 a.m. to 5:00 p.m., Monday-Friday.

**It's never too soon to get started!**

### **SAVE THE DATE**

**OCS OPEN HOUSE** will take place **Monday, January 23rd** from 12:00 p.m. to 4:00 p.m. Students, faculty, and staff are welcome to visit the office to gain an understanding of the resources we have available and enjoy free snacks and give-a-ways. Students are encouraged to write down a dream on our dream board.

The **Spring Career Expo** is scheduled to take place **Friday, February 10th** from 12:00 p.m. to 4:00 p.m. at the Mercedes Benz Superdome. A **FREE** shuttle will be provided for students. Employers will be available to recruit students for full-time or internship opportunities as well as provide career related advice. Professional dress is required!

Our annual **Youth Motivation Task Force (YMTF) Program** is scheduled for **February 19th -21st**. YMTF brings a team of professionals from a variety of career fields to interact with students in the classroom, a speed networking event and a Lunch and Learn.

In addition to our Open House, Career Expo and Youth Motivation Task Force (YMTF) please check out what we have planned for the Spring 2017 semester. Our calendar of events is full of programs designed to give you an edge in today's competitive job market!

### *Meet Our Staff*



*Ms. Carolyn Thomas*  
Director



*Ms. Marian Minnard*  
Associate Director



*Ms. Donna Lee*  
Career Advisor



*Ms. Kimberly Dase*  
Administrative Assistant

# OFFICE OF CAREER SERVICES

## CALENDAR OF EVENTS SPRING 2017



Date	Time	Event	Location
Thursday, January 12	2:00 PM-4:00 PM	Pop in for Popcorn	St. Joe Room 302
Tuesday, January 17	10:00 AM-1:00 PM	Career Services @Your Service	NCF 1st Floor
Thursday, January 19	2:00 PM-4:00 PM	Pop in for Popcorn	St. Joe Room 302
Saturday, January 21	9:00 AM-12:00 PM	"Discover U: Find Your Future"	UC Ballroom
Monday, January 23	12:00 PM-4:00 PM	Open House	St. Joe Room 302
Tuesday, January 24	12:15 PM-1:00 PM	"Developing a Dynamic Resume"	UC Room 201
Tuesday, January 24	4:00 PM-5:00 PM	"How to Ace an Interview"	UC Room 201
Wednesday, January 25	5:00 PM-6:00 PM	"How to Work a Career Fair"	UC Room 205
Thursday, January 26	2:00 PM-4:00 PM	"Speed Interviewing"	St. Joe Room 302
Sunday, January 29	2:30 PM-6:30 PM	Louisiana Women's Forum	Convocation Center Annex
Tuesday, January 31	12:15 PM-1:00 PM	"Building Your LinkedIn Brand"	UC Room 201
Thursday, February 2	12:15 PM-1:00 PM	"Your Job Search Starts Here"	UC Room 201
Monday, February 6	10:00 AM-1:00 PM	Career Services @Your Service	Xavier South 1st Floor
Friday, February 10	12:00 PM-4:00 PM	Spring Career Expo-Career Fair	Superdome
Monday, February 20	8:00 AM- 4:00 PM	Youth Motivation Task Force (YMTF) Class Visits	XU Campus
Monday, February 20	12:15 PM-1:00 PM	YMTF Lunch & Learn "Careers in Science"	UC Ballroom A
Monday February 20	4:00 PM-5:00 PM	YMTF "Speed Networking"	UC Ballroom B
Tuesday, February 21	8:00 AM-12:00 PM	YMTF Class Visits	XU Campus
Tuesday, February 21	5:00 PM-6:00 PM	YMTF "Achieving Stellar Academic Success"	NCF Room TBD
Monday, March 6	10:00 AM-1:00 PM	Career Services @Your Service	UC 1st Floor Gallery
Monday, March 20	10:00 AM-1:00 PM	Career Services @Your Service	NCF 1st Floor
Monday, April 3	10:00 AM-1:00 PM	Career Services @Your Service	Xavier South 1st Floor
Thursday, April 6	12:15 PM-1:00 PM	"Transitioning from Backpack to Briefcase"	UC Room 205

# SPRING CAREER EXPO

## INTERNSHIP & JOB FAIR



**Friday, February 10, 2017**  
**12:00 PM - 4:00 PM**  
**Mercedes-Benz Superdome**

*If you are selected for an interview, it will be held between 2pm-4pm.*

**Professional Attire Required!**

### **Free Shuttle Service Provided!**

*Pick-up & Return Schedule: 11:30 a.m., 12:15 p.m., 1:00 p.m., 1:45 p.m., 2:30 p.m. & final return at 4:15 p.m. Pick-up/Return Location: Rear of U.C. on Drexel Dr.*

*\*\*Interview shuttle will return students to campus at 6:15 p.m.*

**[www.nolacareerfairs.org](http://www.nolacareerfairs.org)**

*Hosted by Xavier University Office of Career Services  
For additional information please visit the Office of Career Services, St. Joseph Room 302.*

# *Youth Motivation Task Force*

## *YMTF*

**FEBRUARY 19-21, 2017**



## **Monday, Feb. 20**

**LUNCH & LEARN**

### **“Careers in Science”**

UC Ballroom-12:00 pm– 1:00 pm



### **“Speed Networking”**

UC Ballroom 4:00 pm– 5:00 pm

**Refreshments will be served at both events!**



## **GREAT DOOR PRIZES!!**