Career Center Module – Peer Facilitators

Student Learning Outcomes-what is good to know about the Career Center?

*You can find postings of part-time jobs both on and off campus on the center’s web based posting system called CISTERNonline. Internships and full-time jobs are also posted there.

*We help students who are considering different majors and have a great website called What Can I Do With a Major in...? that provides valuable information on careers and types of employers for that major.

*We are a resource for students seeking experience-be it work, volunteering, internships or other types of activities

Frequently Asked Questions:

1. I would like to work & need a part-time job. Can you help me?
   CISTERNonline is available for all students and has part-time jobs both on and off campus. The registration process is given on our home page.

2. If I’m not sure what to major in, can you offer some help with this?
   We offer assessments that can help you learn more about your interests, values and skills along with ways of getting experience to “test” yourself and lots of info on career options for different fields of study.

3. What tests/assessments does your office offer?
   We have several instruments we use-one is FOCUS-it takes about 45 minutes to complete and is done online and does not require a counselor’s interpretation. The two others we use are the Strong Interest inventory and the Myers Briggs Type Indicator (known as the MBTI)-these both require a counselor to do the interpretations. There is no cost for any of these.

4. What is an internship and when and how can I do one?
   An internship is a structured learning experience in an area you might be interested in learning more about or have already decided you want to go into after graduation. There are both credit internships that must be done through your academic department and non-credit that are offered in the Career Center-called the Certificate Internship Program You can start learning about these by visiting with the Internship Coordinator in the Career Center. The credit internships are usually done your junior or senior year under a faculty supervisor. The non-credit internships can be done anytime, but most students don’t have one until they have completed their first semester at the College.
5. I need to create a resume and cover letter and how to approach an interview. Do you offer any help/workshops/resources on any of these?
   We have handouts and links on these topics under our A-Z index and do offer workshops on these topics during the semester. You can check our “events” listing to see if/when these are offered. We also review drafts of resumes and cover letters during our drop in hours daily.

6. Do I have to have an appointment to see someone in the office or can I just drop in?
   You do not have to have an appointment to see a staff person. We offer drop in hours each day from 1:00-4:00 pm, and these are designed to help someone with a quick question. If you need some additional assistance, an appointment can be set up for you. You can also just call the office to get an appointment.

7. Does your office hold any career fairs where I can meet employers?
   We usually hold two career fairs each year, one in the fall and the other in the spring. The fall includes both graduate/professional schools and employers, while the spring is only for employers. These are open to all students and provide a great opportunity to network and learn more about the specific opportunities offered by these organizations.

8. Do you offer any type of mock/practice interviewing?
   We do have a software program called Interview Stream that allows a student to select questions and answer them to get experience. It is on our home page. We also offer 1:1 practice interviews with a staff member—the staff member asks questions that you have presented, it is recorded on a webcam, and burned on a CD so that you can see yourself being interviewed. You would review the interview with the staff person to learn how you can improve your future interviewing.

9. Any costs for any of these services? There are no costs for any of our services & programs.

10. I am thinking about graduate/professional school. Does your office have any resources in this area?
    We provide advising on the application process, searching for schools, testing needed, different types of financing available and other areas. These include items on our home page, handouts and individual appointments.