

Office of Career Services: Career Preparation and Readiness

Campus Contacts:

Darcie Campos, Assistant Vice President of Student Affairs and Director of Career Services

office: A-1120 phone: 708-235-2198 email: dcampos@govst.edu

Cynthia Staples, Recruitment Coordinator

office: A-1120 phone: 708-235-7355 email: cstaples@govst.edu

Dartina Dunlap, Career Counselor

office: A-1120 phone: 708-235-7346 email: ddunlap@govst.edu

Kristina Dangles, Career Counselor

office: A-1120 phone: 708-235-7340 email: kdangles2@govst.edu

Blondia Jasper, Office Manager

office: A-1120 phone: 708-235-3974 email: bjasper@govst.edu

Career Preparation and Readiness:

Whether exploring one's career options or looking for a job or an internship, the Office of Career Services (located in A1120) is a resource center offering a wide range of services available to currently enrolled students and alumni free of charge. In addition to direct services, our website (www.govst.edu/careerservices) provides links to sample correspondence materials, as well as links to many other useful internet resources.

Resources and Services for Students:

- Individual career counseling sessions
- Internship and job search strategies
- Interest inventories and personality assessments for career exploration
- Resume and cover letter critiquing
- Mock interviews
- **Jobs for Jaguars**, online job database for on and off-campus employment
- Four Year Career Compass (Career Development Model)
- Web links to career resources, such as *Kuder Journey* and *What Can I Do With This Major?*
- Bulletin boards located on campus displaying current career and internship openings
- Information on upcoming career fairs and events hosted by the Office of Career Services as well as in the surrounding communities
- Hard copy materials in the office and electronic resources and guides on our website
- Career Resources section located in the University Library for conducting career exploration and job search research



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Programming Ideas for Faculty:

In-class presentation requests are asked to be submitted at least three weeks in advance, and/or prior to the start of the semester if possible.

- Customized presentations/workshops based on resume and cover letter writing, interviewing techniques, job search strategies, internship preparation, etc. (Presentations typically are 45 minutes per topic, plus additional time for Q/A)
- Group resume “speed critiques” in the classroom, with multiple counselors available to assist

Programming Opportunities:

The following reflects planned programs and events that are confirmed, or in progress.

- Every Tuesday and Thursday, **Walk-In Open Hour**, 3:30-4:30pm, A1120
- Thursday, August 18, **Resume Lab for Student Employment Fair**, 3-5pm, D2430C
- Wednesday, August 31, **Student Employment Job Fair**, 2-5pm, Hall of Governors
- October 4-6, **Professional Image and Career Conference**, Locations and Schedule: TBA
 - Presentations will include:
 - Disability Disclosure 10/4/2016 2:30-3:30 p.m. Engbretson
 - YWCA Sexual Assault and Domestic Violence 10/4/2016 3:30-4:30 p.m. Engbretson
 - Personal Branding 10/5/2016 2:00-3:30 p.m. Hall of Honors
 - Small Business Development Center 10/5/2016 3:30-4:30 p.m. Hall of Honors
 - Networking Etiquette 10/6/2016 3:30-4:30 p.m. Hall of Honors
 - Internships 101 10/6/2016 2:30-3:30 p.m. Hall of Honors
- Tuesday, November 22, **Health & Human Services Career and Internship Fair**, 2-5pm, Center for Performing Arts
- Thursday, April 6, **Career Fair Prep and Resume Lab**, 2:00-3:30pm, Location: TBA
- Thursday, April 13, **Spring Career and Internship Fair**, 2-5pm, Hall of Governors, Center for Performing Arts and Engbretson Hall
- Thursday, April 19, **Job Search Strategies in a High Tech World**, 3:30-4:30pm, Location: TBA

