



ST. MARY'S
UNIVERSITY

OFFICE OF
CAREER SERVICES

Spring 2017 Office of Career Services Employer Description of Programs

Company Site Visit program description:

The Company Site Visit program is basically the budding professional's version of the classic field trip. Rattlers ready to make their entrance into their professional field have the fun and eye opening opportunity to learn about your organization through a hosted site visit between the hours of 1 to 4 p.m. on a Friday afternoon during the fall or spring semesters.

This is a great opportunity for you to share information about the structure of your organization as members of your team provide them with a walking tour of your facilities, demonstrations of work product, and interaction with current team members. Many company partners have introduced students to the alumni working within the participating student's area of studies to provide insight into the direct application of skills they will soon use in internships and full-time employment. Hiring managers also have the opportunity to share the goals of the organizational departments and how Rattler Talent is needed to accomplish the work. St. Mary's University Career Services will coordinate the site visit agenda per the recommended group size as well as the student travel through van or carpool to and from your location.

Employer Meet and Greet program description:

What career path options are available within your company that would be attractive to _____ majors? What information can you provide to current St. Mary's University students about how to succeed within a professional workplace prior to graduating and becoming a 'professional'? What are your recommendations on building and maintaining a professional network of connections to find internships or work while a student and upon graduation?

You might have already guessed it: current St. Mary's University need your career advice and understanding of career trends within your industry in order to make informed experiential learning and career decisions. Please consider donating 3-4 hours on an upcoming Friday afternoon this fall or spring to make a positive impact on a current St. Mary's University student. In the 'Employer Meet and Greet' program, you have the unique opportunity to help a current student understand how they can use their fantastic and well-rounded St. Mary's University education within multiple industries and companies (yours included) AND create a clear path toward their future by laying out employer expectations of gaining relevant experience, building a strong work ethic, and understanding trends within your industry.

How the Employer Meet and Greet program works:

St. Mary's University Career Development markets your participation and availability to create your student meeting line up. You meet with students individually for 30 minute sessions between 1 to 4 p.m. An additional meeting option allows for a small group of students to meet with you in a session between 4:30 to 5:15 p.m. At sign up, students will outline their preferred career development topic for your meeting.

Career Development Topics include:

- Career options in _____ field
- Preferred resume content and format
- Interview skill building
- Professional network contact building
- Outline day to day projects in _____ field

Spotlight on Careers Panel Series program description:

The Spotlight on Careers Panel Series is especially targeted toward St. Mary's University students majoring within Humanities and Social Sciences programs both at the undergraduate and graduate levels. All majors, from all colleges are welcome and encouraged to attend to learn about career options and preparation needs.

Humanities and social science students tend to be 'big picture' thinkers and are interested in and inspired by the "WHY'S?" on topics associated with community dialogue and decision-making, definition of service needs, public policy to meet those needs, and the impact of nonprofit, corporate, and governmental entities creation of and delivery of innovative services and products to meet those needs. The industry career panels will introduce students, heavily steeped in liberal arts educational tradition to humanities-based career professionals that investigate the human condition and human culture, using primarily analytical, critical, or speculative methods as well as their peers in the social science fields using more empirical methods to consider society at large and individual human behavior. This is an exciting opportunity for the students to meet their future selves in you, the panelist.

How the Spotlight on Careers Panel Series' program works:

As a panelist, we invite you to share the "HOW'S" associated with the above topics. The "day to day" work that has been the foundation of your career your field will serve as critical input to help our student's fine tune their career expectations, exploration activities, and direction-making. Panelists will be lead through a moderated session by a St. Mary's University faculty member or Career Services staff member to provide your input on a number of career development topics. It is our hope that you will share information about career directions, position types, internship and job search tips, as well as current internship, research or employment opportunities. Here, you have the opportunity to impact their development as they become agile and well-rounded thinkers with the ability to assess and adapt to change, analyze trends, communicate effectively, and consider the past to better prepare for the complex and pressing issues of the day and of the future. Each of these are crucial skills to build and refine as our students strive to become tomorrow's leaders focused on achieving the common good through innovative and positive change.

Dates for the upcoming Humanities and Social Sciences industry career panel topics are below. We are excited to introduce you to our students by serving as a panelist. Here, you have the opportunity to impact their development as they become agile and well-rounded thinkers with the ability to assess and adapt to change, analyze trends, communicate effectively, and consider the past to better prepare for the complex and pressing issues of the day and of the future. Each of these are crucial skills to build and refine as our students strive to become tomorrow's leaders focused on achieving the common good through innovative and positive change.

January	25	5:30-7 p.m.	Law Enforcement Careers Panel
February	22	5:30-7 p.m.	Helping Professions Careers Panel
March	7	5:30-7 p.m.	Communications and Marketing Careers Panel
March	21	7-8:30 p.m.	Careers in Sports Industry Panel
April	11	5:30-7 p.m.	Theology and Philosophy Careers Panel

Ask an Alumnus program description:

Are you an employer AND an alumnus? How did you find out what you could do with your major? What do you wish you knew about how to succeed within a professional workplace prior to graduating and becoming a 'professional'? How did you build professional connections to find internships or work while you were a student and upon graduation?

You might have already guessed it: future Rattler alums need your career advice now. Please consider donating 3-4 hours on an upcoming Friday afternoon this fall or spring to make a positive impact on a current St. Mary's University student. In the 'Ask an Alumnus' program, you have the unique opportunity to help a current student understand how they can use their fantastic and well-rounded St. Mary's University education within multiple industries AND create a clear path toward their future by laying out employer expectations of gaining relevant experience, building a strong work ethic, and understanding trends within your industry.

How the Ask an Alumnus program works:

St. Mary's University Career Development markets your participation and availability to create your student meeting line up. You meet with students individually for 30 minute sessions between 1 to 4 p.m. An additional meeting option allows for a small group of students to meet with you in a session between 4:30 to 5:15 p.m. At sign up, students will outline their preferred career development topic for your meeting.

Career Development Topics include:

- Career options in _____ field
- Preferred resume content and format
- Interview skill building
- Professional network contact building
- Outline day to day projects in _____ field.

Workshop Presentation Opportunities:

Are you ready to share your career success story? Career Advisors are ready to partner with you to have you lead or create a joint presentation to meet current student career information and exploration needs. Connect with and help develop Rattler Talent within the workshops below:

LinkedIn workshop

Do you use LinkedIn to recruit new talent for your organization and/or to build your own professional brand? Current students need tips on the do's and don'ts in creating searchable content in order to increase their chances of finding internships and employment. You can share information regarding how to become connected with professionals and opportunities through the information feeds through Groups, Alumni, and Jobs. You can also share how to connect other social media platforms to create further connections to help build their professional network as well as grow their within their profession.

Resume/CV Writing and Career Fair Prep workshop

Are you a recruiter or hiring manager for your organization that reviews a lot of applicant resumes to find the best fit on paper? Do you attend career fairs or recruiting/networking events to promote opportunities and connect with strong candidates for your available positions? If so, we need you to share tips with current students on how to use their short interaction within career fairs to appropriately engage with recruiters and communicate their interests, abilities, and relevant experience through verbal and written communication in their resume or CV document. This session offers the fun opportunity to invite students to engage in role plays to share do's and don'ts for creating an effective elevator pitch, as well as information on how to read body language for success in any networking event.

Robot (and human) Friendly Resume and CV Writing Workshop

Does your organization use an Applicant Tracking System (ATS) to effectively manage opportunity listings, the incoming talent pipeline, process applications, and select candidates for interviews? Rattlers need to know how your system works to successfully move past the algorithm review and ranking of their qualifications to successfully get their document in front of human eyes. Share important information regarding preferred document and content formatting and information on keyword searches to best match students and alumni to opportunities within your organization. Are you looking for talent to fill your open positions? Outline what you need to see within applicant cover letters, resumes, CV's, and references to obtain the best fit for your organization. This is a great opportunity to provide a review of resume content for Rattler Talent seeking options for internships or employment.

Writing a Federal Resume workshop description:

Resume writing for employment within federal agencies is different than applying to any other job. This is your opportunity to share your successful experience in using the resources, online tools, and databases to apply for and obtain employment within a federal agency. If employed within a federal agency, you are encouraged to share information about upcoming opportunities for internship or employment within yours or other agencies to help increase the ranks of Rattler Talent within government positions.