

# Utica College Career Services



The Office of Career Services offers a full range of services designed to help alumni, within five years of graduation, **explore** how their interests, skills, and values relate to possible career paths, understand the importance of proper **planning and preparation** in goal setting, and assist in the **successful transition** from academic to professional life.

## Career Counseling

Individualized assistance with career exploration, professional correspondence development (résumés, cover letters, thank you letters), interviewing, and graduate school planning is available.

## Career Assessments

FOCUS-2, an online career and education planning system enables users to self-assess career-relevant personal qualities and explore career fields and areas of study that are most compatible with assessment results. This and other assessments are available at [www.utica.edu/student/career/cs/assessments.cfm](http://www.utica.edu/student/career/cs/assessments.cfm).

## Career Resource Library

Alumni have access to over 200 print resources, with information ranging from specific career fields, to graduate school programs, to graduate school entrance exam workbooks. An online library catalog is available at [www.librarything.com/catalog/uticacollege](http://www.librarything.com/catalog/uticacollege).

## Job Postings

Databases with local and national job opportunities are available to alumni 24 hours a day, 7 days a week. These and other helpful websites are available at [www.utica.edu/student/career/cs/internships.cfm](http://www.utica.edu/student/career/cs/internships.cfm).

## Meet with Employers

Programs and events including our Employer-in-Residence, Career/Graduate School Expo, Volunteer Fair, and other on-campus recruiting events are excellent opportunities for alumni to directly interact with possible employers and begin networking.

## Programming

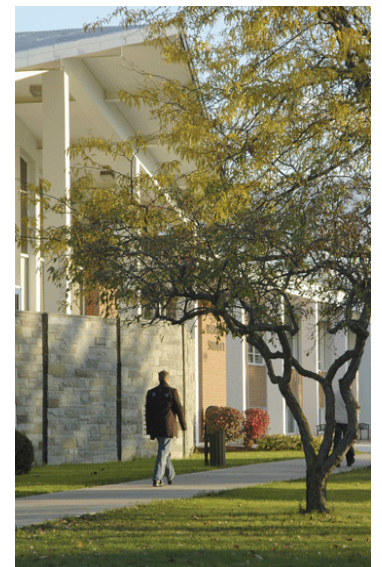
Specialized programs are held throughout the year, focusing on areas including practice tests for graduate school, résumé development, interviewing, job search tips, transitioning from academic to professional life, and more.

## Credential Files

Alumni may use the Credential Filing service to store and disseminate documents to employers or graduate schools. Documents commonly stored include transcripts, letters of recommendation, résumés, and copies of certifications.

## Freebies

While nearly all of our services are free, alumni have access to free résumé paper, printing, and faxing, and may use the computer work stations in the office lobby.



## Contact Information:

206 Strebel Student Center  
[www.utica.edu/careerservices](http://www.utica.edu/careerservices)  
[careerservices@utica.edu](mailto:careerservices@utica.edu)  
315-792-3087 (phone)  
315-792-3370 (fax)

