THE OFFICE OF CAREER SERVICES
AT UTICA COLLEGE

A guide to services offered
The Office of Career Services endeavors to serve students, in partnership with alumni, employers, faculty, and staff, through the provision of the following services and resources: counseling, assessments, programming, outreach, and recruitment activities.

Students will develop self-awareness and actively engage in the career development process, empowering them to make informed career decisions and preparing them to achieve career goals.

**Explore — Plan — Succeed!**

= Services/resources available to alumni within 5 years of graduation

= Services/resources available to all alumni
Career Counseling

The better we know you, the more we can help. Individualized assistance is available for students in a range of areas, including:

- Career exploration
- Résumés and professional correspondence*
- Mock interviews
- Graduate school
- Social media/online branding
- …and many others!

In 2013-2014:

- 910 documents were critiqued
- 671 students visited the office
- 97.8% of students surveyed gave our counselors a 5/5 satisfaction rating on services provided during appointments

* Career Services requests 3-4 business days to critique each professional correspondence received.
Career Assessments

- **Career exploration starts with self awareness.** Students are encouraged to understand how their interests, personality, skills, and values relate to possible careers.

- Additional resources are available to research possible careers, allowing students to understand occupational demand, nature of the work, starting salaries, and more!
  - **FOCUS-2**, an online career and education planning system, is designed specifically for college students and enables students to self-assess career-relevant personal qualities and explore career fields and areas of study that are most compatible with assessment results.

  541 FOCUS-2 users identify their strongest attribute as:
  - Social: 46.7%
  - Artistic: 16.1%
  - Enterprising: 14.4%
  - Realistic: 10.9%
  - Investigative: 7.8%
  - Conventional: 4.1%
Career Resources

- Our website is **FULL** of UC-customized resources, including:
  - A [4-year plan](#) to keep students on track
  - [Professional guides](#) (résumé, cover letter, interviewing, social media, graduate school, and more...)
  - [Software](#) (résumé builder, virtual mock interviews - available to students free of charge)
  - Employer [contact information](#) and company research [tools](#)
  - Calendar of events

- Students also have access* to print resources covering a range of graduate school entrance exams and professional certifications. Take a glance using our online [library catalog](#).

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**Did you know...**

The most popular print resources borrowed are the MCAT and GRE exam workbooks.

* Students may borrow/renew most resources for up to 5 business days.
Access local and national job and internship opportunities through our online databases, including:

- College Central Network – all opportunities shared by our partner employers can be found EXCLUSIVELY on this site.
- Internships.com and Internships USA – we subscribe to these databases so students can access them free of charge.
- Other databases and helpful websites are available, with customized resources for students of color, students with disabilities, and veterans.

In 2013-2014:
Over 1700 jobs/internships were posted to College Central Network
Programming

- Specialized programs and in-class presentations are held on campus throughout the year, focusing on career development topics, including:
  - Social media/online branding
  - Dining etiquette
  - Graduate school preparation
  - Résumé and professional correspondence
  - Interviewing
  - Transitioning to professional life

- Want even more career development? Register for UCC206: Career Strategies, taught by Career Services staff.

Did you know...
Career Services provided 80 presentations in 2013-2014 to students, prospective students, and parents, speaking to over 1400 people.
Meet with Recruiters

- **It’s all about who you know and who knows YOU.** Directly interacting with recruiters (many of whom are UC alumni) is critical. Career Services hosts **on-campus events** designed for you to meet recruiters and expand your network.

Events we coordinate include:

- Job/internship fairs
- Volunteer fairs
- Major/career-specific networking nights
- Lunch and learn seminars
Follow…Join…Share…Network! Leveraging the power of social media allows students to establish a professional online brand, gain credibility, stay up to date about all things career development, and expand professional networks. Career Services encourages the use of the following:

- **LinkedIn** – the world’s largest professional network with 300+ million users
  - Join groups including Career Services and the Alumni/Student Mentor Program.
  - Get your free professional headshot at one of our LinkedIn photo booths.

- **Twitter** – follow @UCcareerservice and check out #HireaPioneer and #UCmySuccess.
Management
HR Intern
Masonic Care Comm.
#UCMYSuccess
Dec 14
BUSINESS ECONOMICS '15
INTERNATIONAL STUDENT
INTERN, M. GRIFFITH
INVESTMENT SERVICES
#UCmySuccess
Stephanie Hir
Risk Management & Insurance '15
Actuarial Trainee for PMIC!

#UCmynysuccess
Karita Rawlins
Communication Arts ’15
Journalism
Intern @ Time Warner Cable
#UCMYSUCCESS
Chemistry '14
Chemistry Grad Student
Duke University
#UCmysuccess
Health Studies/Business '12

Director of Hockey Operations
Penn State University
#UCmysuccess
Criminal Justice '14
Workforce development Counselor!
#UCmySuccess
Psychology Child Life '03
Social Work Mgr.
Brooklyn Hospital
UCmysuccess
BIOLOGY '03

OPTOMETRIST, COSTELLO EYE PHYSICIANS & SURGEONS

UCmysuccess
Health Studies Management '15
University of Connecticut
Long term health care management certificate program
#UCmymysuccess
Freebies

- While nearly all of our services are free, students may request up to 20 complimentary business cards,* 10 free sheets of résumé paper, and may have access to printing, faxing, and computers at the student work stations in the office lobby for professional purposes.

- Other promotional and complimentary items are given away throughout the year during our events, contests, and much more! It pays to be career-minded!

* Career Services may take up to 3 business days to print business cards.

Did you know...

In 2013-2014, we gave away items including iPod Nanos, a Kindle Fire HD, padfolios, gourmet dinners, and $400 in cash/gift card prizes!
Meet the Team

Halina Lotyczewski, Director
Halina holds a Master of Social Work in Administration from Fordham University and a Bachelor of Arts in Sociology from SUNY Geneseo, graduating summa cum laude. Before joining Utica College as an Assistant Director in 2007, she worked at Hoffmann-La Roche Pharmaceutical’s Employee Assistance Program and Pascack Valley Hospital’s Social Work and Discharge Planning Department in New Jersey. Since working at Utica College, Halina has served in a variety of leadership positions in regional and state-level professional associations, including the Central New York Career Development Association, Central New York Recruiting Consortium, and the New York State Career Development Association. She has been the recipient of numerous awards, including the Dean Robert Woods Student Life Award, the ASAC Award for Excellence in Professional Service, and the Womyn’s Resource Center Mentor of the Year.

Sarah Garramone, Employer Relations Coordinator/Counselor
Sarah holds a Bachelor of Arts in Psychology from Utica College, graduating Summa cum Laude. Before joining Utica College as the Employer Relations Coordinator/Counselor in April 2015, she worked as a recruiter in the fashion industry in New York City where she was responsible for the recruitment of internship, entry and managerial-level corporate positions. Prior to working in fashion, Sarah worked in recruiting at Prudential Financial in New Hartford, NY. She is a proud alumna and excited to bring her recruiting and career development experience back to Utica College!

Linda Szczesniak, Administrative Assistant III
Linda received an Associate’s Degree in Business Management from Alfred State College. Prior to joining Utica College in 2006, Linda worked in retail management/purchasing and as a manufacturer’s sales representative. She currently serves as advisor to the Omega Phi Beta Sorority and is active on the SCT Advisory Committee. Linda’s work and commitment to the college has been recognized by her peers, as she received the SCT Award for Excellence in Professional Service.
So, Why Use Career Services?

- Hear what students, faculty, and staff have to say:

  - “Creating a résumé and having an interview is something I have always been nervous about. However, with this information, I feel much more confident.” -Student

  - “The presentations are always well prepared and very engaging. Halina manages to get students to talk even with our early morning presentation. Students enjoy the presentation and final [career] projects indicate that they found it useful.” -Staff

  - “I learned many new things that Career Services is doing that I can share with students and advisees.” -Faculty

  - “The staff was very helpful and went above and beyond for me in a time when I have been really struggling!” -Student

  - “Linda is very helpful, clear, and understanding. Career Services rocks!” -Student
Hours and Contact Information

- Monday – Friday, 8:30 – 5:00
- 206 Strebel Student Center
- 315-792-3087
- careerservices@utica.edu
- www.utica.edu/careerservices
- Twitter: @UCcareerservice
- LinkedIn: Utica College Office of Career Services