



The Center for Career and Professional Development at Utica College

EXPLORE. PLAN. **SUCCEED.**



Our goal:

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

Be an explorer.

Self-discovery sets students on a path that connects their interests, personality, skills, and values with possible majors and careers. We encourage them to:

- Complete [FOCUS](#) to assess career-relevant personal qualities and learn about career fields that are compatible with the results.
- Take a psychological assessment, like [TypeFinder](#) or the MBTI, to understand personality type and make connections with occupations and workplace environments that are a best fit.
- Refer to other resources like [What Can I Do with This Major](#), the [Occupational Outlook Handbook](#), and [LinkedIn's Alumni Tool](#).
- Get early exposure to career fields through volunteerism, speaking with mentors from the Utica College Alumni Council, and connecting with other staff and faculty advisors.
- Explore the possibility of becoming a [student employee](#) on campus to build your network, skillset, and résumé.



Plan (and plan some more).

Set short and long-term goals and develop an action plan that serves to build students' résumés, gain workplace skills, and expand their network. To stay on track, students should:



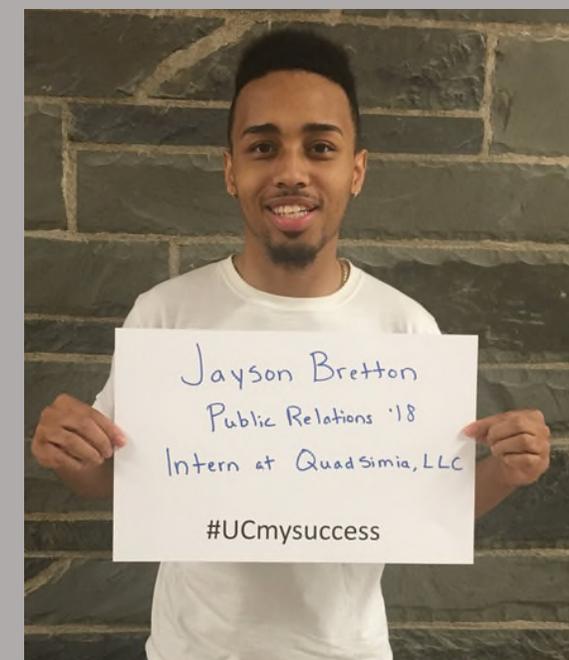
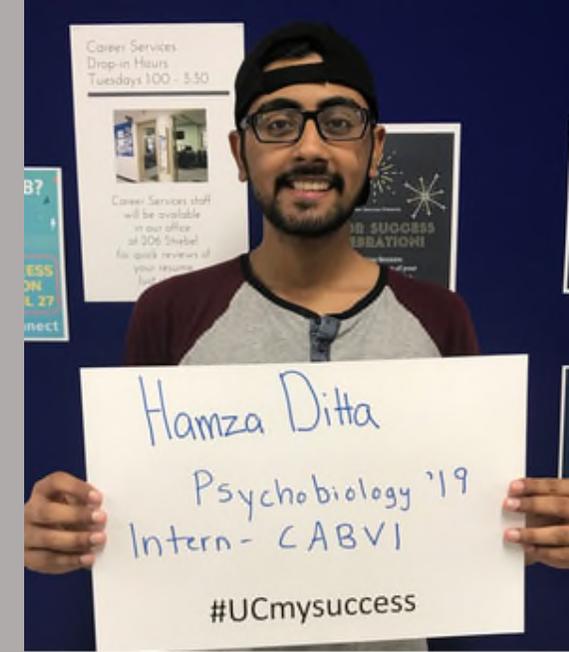
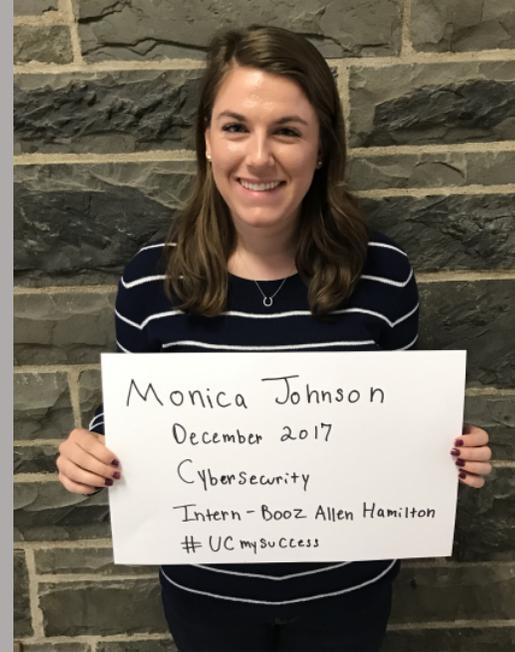
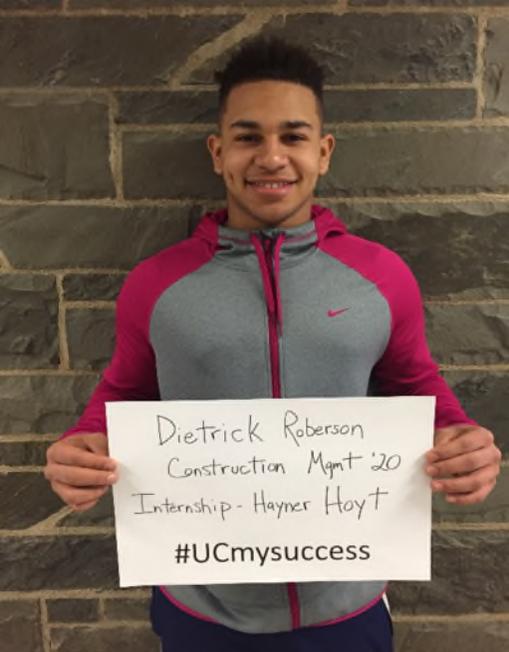
- Join, and eventually lead, student organizations, secure a part-time position that builds transferable skills, shadow professionals in the field, engage in research, and complete at least one internship.
- Learn how to brand professional identity and market experiences, skills, and accomplishments on the [resume and cover letter, during interviews](#), and on the LinkedIn profile.
- Create and maintain positive relationships with supervisors, colleagues, classmates, faculty/staff, alumni, and other professionals in the field. Meet people during the Volunteer Fair, Networking Nights, Job and Internship Fair, and other networking events.
- Be flexible and adaptable. Plans are meant to be revised and modified as interests change and develop.

Celebrate success.

Transition from Utica College to next professional steps, including employment, graduate school, service roles, and more. Don't forget to:

- Finalize employment, graduate school, and other applications. Take advantage of resources to complete company and graduate school research, document critiques, and mock interviews.
- Think about who is in your network that you could ask to serve as a reference. Faculty, staff, and employment/internship supervisors are good options.
- Apply knowledge of professional etiquette and communication when considering employment offers and graduate school acceptances. Students represent not only themselves but Utica College, too.
- Share [#UCmysuccess](#) stories, stay connected with the college after graduation, and return to campus to mentor the next generation of students!





Helping. It's what we do.

Career Services supports students through the delivery of:

Services

- Counseling appointments:
 - Career exploration
 - Career assessment interpretation
 - Résumé, cover letter, and personal statement critiques
 - Mock interviews
 - LinkedIn reviews
 - Professionalism and etiquette guidance
 - And MORE!
- Campus employment listings and application assistance
- Business card and document printing
- In-class presentations
- Workshops
- UCC 206: Career Strategy

2017-2018 facts and figures:

We provided **623** individualized career counseling appointments

1034 documents were critiqued

We connected with over **2518** people during our **74** presentations

99.5% of students who have worked with us plan to use Career Services again in the future

Helping. It's what we do.

Career Services supports students through the delivery of:

Resources

- Career assessments
- Career development guides (résumé, cover letter, interviews, graduate school)
- Online résumé building and virtual mock interview software
- External job and internship postings and advice videos via UC Career Connect
- Internal campus employment postings via Campus Employment
- Company and graduate school research databases
- Graduate school entrance exam study guides and practice tests
- Utica College Alumni Council Mentor Program
- Diversity resources

2017-2018 facts and figures:

1246 jobs and internships were posted to UC Career Connect by our employer network

Over **300** advice career videos are available for students

Our library houses study guides and practice tests for **20** different graduate school and professional exams

9 members of the Utica College Alumni Council serve as mentors

Helping. It's what we do.

Career Services supports students through the delivery of:

Programs and Events

- Volunteer Fair
- Networking Nights
- On the Menu
- Job and Internship Fairs
- Professional Photo Booth
- Mock Interview Day
- Etiquette Dinner
- Employer site visits
- On-campus recruiting

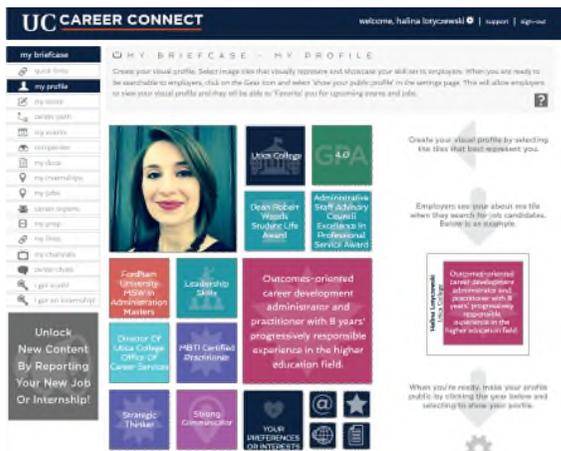
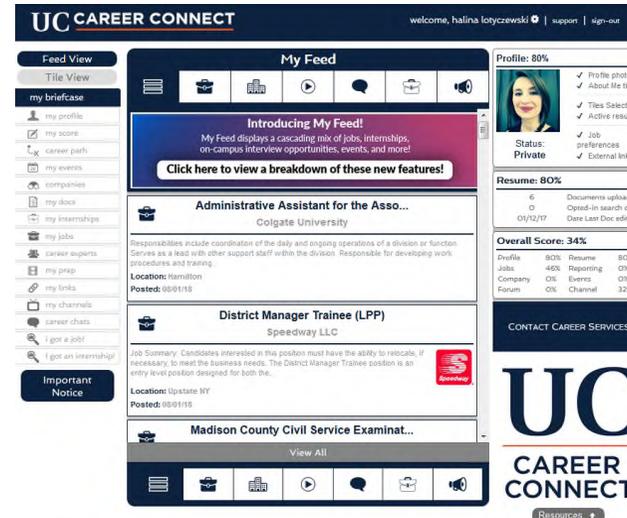
2017-2018 facts and figures:

Our events and workshops were attended by **830** students

154 recruiters from public, for-profit, and non-profit sectors came to meet with students on campus

It's on UC Career Connect.

From registering for events, to posting the résumé and visual profile for employers, to applying for external job and internship positions, it's all on UC Career Connect (powered by Purple Briefcase).



- Go to www.utica.edu/careerdevelopment and select “new students/alumni.”
- Complete the information to create an account (name, e-mail, ID).
- Double check the information pre-loaded into the system, like the major and graduation date and edit as needed.
- Create a password.
- Time to get started and explore the system!
- Using a mobile device? Download the free Purple Briefcase app.

Let's chat.

Now you know what we do and who we are. We want to get to know you, too.



Halina Lotyczewski
Director



Kailea Murray
Asst. Director of
Employer Relations and
Campus Employment



Mike Badolato
Employer Relations
Coordinator



Caren Summers
Campus Employment
Coordinator



Sarah Garramone
Career Development
Specialist



Jessica Skeldon
Administrative
Assistant

- **NEW LOCATION:** 122 Addison Miller White Hall
- Website: www.utica.edu/careerdevelopment
- Career Management System: www.utica.edu/UCcareerconnect
- E-mail: careerdevelopment@utica.edu (all inquiries)
- E-mail: campusemployment@utica.edu (inquiries about on-campus employment)
- Phone: (315) 792-3087
- Twitter: @UCcareerdevelop
- LinkedIn Group: The Center for Career and Professional Development at Utica College
- Hours: M-F, 8:30am – 5:00pm