

# The Partnership

The mutual goal of both our faculty and Career Services is student success.

We believe all undergraduate students should check in with Career Services at least once per semester while currently enrolled at McDaniel. Whether they are deciding on a major, exploring occupations and industries, preparing job search documents like resumes and cover letters, or searching for internships, summer jobs and/or post graduation employment, our experienced staff is equipped to guide students through the career development process.

By working together, faculty and career services can ensure the transition from student to a member of the work force is as seamless as possible.



## Faculty Guide to

# McDaniel College CAREER SERVICES



Open to all students and alumni, Career Services at McDaniel College is the clearinghouse for services and resources to assist individuals with their career planning and job search needs.

Office of Career Services  
2 College Hill • Westminster, MD 21157  
410.871.3305 • [career@mcdaniel.edu](mailto:career@mcdaniel.edu)  
[www.mcdanielcareers.org](http://www.mcdanielcareers.org)

DISCOVER YOUR PURPOSE | CREATE YOUR DESTINY  
**CAREERSERVICES**

# What does Career Services Offer?

## **Don't Cancel That Class!**

While planning your syllabi and working around your conference schedules, you don't need to cancel a class. We are ready and willing to visit your classroom to facilitate a standard or customized workshop to match individual class needs and assignments.

## **Campus Student Employment**

Looking for student workers to fill your on-campus, non work-study position? Let Career Services help you post positions so you can find qualified McDaniel students to fill your vacancies. Complete our Campus Employment Job Description form and we will post your job in our job and internship online database called GTJC.

## **Academic Liaisons**

Each academic department has a Career Services Liaison interested in working closely with faculty. With advance notice, we can develop a program to introduce your students to careers in your discipline. To speak to your liaison, email us at [career@mcdaniel.edu](mailto:career@mcdaniel.edu) or call 410.871.3305.

## **Career Counseling**

Career Services professionals are available to provide personalized career counseling sessions to help students identify skills and areas of interests, plan and prepare for graduate school, and find internships and jobs. In addition to appointments, we offer walk in hours, evening hours, telephone and online counseling sessions.

## **Choosing a Major & Exploring Occupations**

Career Services offers FREE career assessments that can help students identify their skills, interests, values, and personal preferences. Sometimes your advisees may ask, "What can I do with a major in \_\_\_\_?" Let them know that in addition to your assistance they can talk to Career Counselors in the career center. We help students determine the right occupation for their interests, career goals, skills, values, and personality. We also help them research occupations typical of certain majors. We are the student's best resource for self-assessment, career exploration, decision-making, job outlook, salary, and employment trend information.

## **Graduate and Professional School Assistance**

Career Services helps students decide which graduate or professional degree is best for their career goals. We provide counseling and materials that can help students research and apply for graduate school, prepare for entrance exams, create personal statements and essays, and search for ways to pay for graduate school. We also offer access to practice exams.

## **Online Career Resources**

Our comprehensive web site provides access to several customized pages for undergraduate and graduate students, alumni, parents, employers, faculty and staff. Students have 24/7 access to national job and internship databases, links to online career planning resources, downloadable handouts, career tutorials, video clips, e-newsletters, and electronic forms. Check out the Faculty page at [www.mcdanielcareers.org/faculty\\_staff.html](http://www.mcdanielcareers.org/faculty_staff.html)

## **Career Development Workshops**

Career Services professionals offer interactive workshops throughout the academic year on a number of career topics. Topics, dates, locations and times can be found on our website.

## **Alumni Career Network (ACN)**

Career Services is continuously adding to our database of alumni and professionals who have volunteered to act as an information resource and share advice about their career fields. ACN mentors, representing a broad range of occupations and industries, agree to talk with students and alumni about the job search process and offer suggestions on how to make themselves more marketable.

## **Career Resource Library**

Our library includes a variety of career-related books, trade journals and directories containing information on finding and preparing for internships, graduate school, federal jobs, and specific occupations. We also have videos, career guides, financial aid and scholarship resources, test prep materials, magazines, and college catalogs.

## **Internship and Job Search Resources**

We provide several ways for students to prepare for the job search and connect with employers.

## **Companies on Campus**

Employers come to campus to facilitate information tables, information sessions and interviews.

## **Green Terror Job Connection (GTJC)**

This FREE online job and internship database allows students to search for and apply to opportunities posted by employers, register for on-campus interviews, and post a resume. Take a look for yourself. User ID: Faculty Password: Faculty

## **Current Jobs for Graduates, Internships.com, and Internships-USA.com**

Free online databases that list internships and entry level jobs in the USA and internationally.

## **Job & Internship Postings on the Web**

Our web site offers several customized pages with links to employers listing full-time, part-time and internship positions, federal jobs, and career specific opportunities.

## **Career and Job Fairs**

Career Services is a member of two Career Services Consortiums that offer several job fairs and virtual e-fairs throughout the academic year. We also list local job fair events on our web site.

## **Resumes, Cover Letters and Portfolios**

Career Services offers several resources to help students create a perfect resume, cover letter and portfolio, ranging from resume/cover letter samples and writing guides, resume writing workshops and resume critiques via email.

## **Interview Preparation**

We provide numerous resources to help students prepare for interviews, ranging from videos and sample questions to ask to interview checklists and workshops. We also conduct mock interviews where students can practice and receive honest feedback before the "real" interview.

*Discover your purpose...Create your destiny!*