

Career Center Resources

Santa Clara University supports three career centers to assist in your career management: The Career Center, MBA Career Services, and Law Career Services. Each of these offices provides services and resources that will help you succeed in your professional career.

CAREER CENTER RESOURCES FOR STUDENTS

The Career Center's services are anchored in Santa Clara University's mission and shaped by the following questions:

- What are my talents?
- What do I love to do?
- How can I make a difference in the world?

Explore these questions and others by using our Web site and these Career Center services:

Staying Connected Online

- **Register with BroncoLink** and receive your personal electronic copy of the Career Center Weekly which details programs, events, career fairs, hot internships, interviewing deadlines, and much more.

Career Counseling and Support

- **Same Day Appointments** provide an opportunity to get immediate attention for questions about majors, resumes, internships, or job searches during 15-minute appointments.

Monday - Friday, 11:00 a.m. - 1:00 p.m.

Monday - Thursday, 2:30 p.m. - 4:30 p.m.

- **Career counseling** is available to you once you've met with a staff member during a Same Day appointment. Work one-on-one with a counselor for more in-depth exploration of any career-related issue.

Major and Career Exploration

- **Career self-assessment** can help you clarify your strengths and interests. Are you undecided about a major? Trying to determine which career is best for you? Consider meeting with a counselor to discuss MyRoad.com and other assessments.

- **Two-unit courses** can assist in your self discovery and exploration process. The Career Strategies Seminar is offered to seniors to facilitate job search and career exploration.

- **The Alumni Shadowing Program** provides you the opportunity to shadow Bay Area alumni in the workplace for a half or full day.

Internship and Job Search Assistance

- **BroncoLink** provides on-campus and off-campus work-study, part-time, and full-time employment opportunities as well as internships and co-ops.
- **The Student Employment Office** assists students with all steps in the process for procuring on- and off-campus student employment positions.
- **On-campus interviewing (OCI)** is available through BroncoLink for graduating students in the fall, winter, and spring quarters.
- **Career Fairs** are held each quarter with a wide variety of employers who offer both job and internship opportunities.
- **Online resources** listed on the Career Center's Web site, such as Going Global and WetFeet, provide career, job search, company, and industry information.
- **Reciprocity** with many private college and university career centers around the country, accessed through SCU's Career Center, allows at least partial access to their resources and services for those searching outside of the Bay Area.

Skill-building Resources

- **Workshops and special events** are offered throughout the academic year and include resume reviews, OCI, career fairs, internship panels, and professional etiquette dinners.
- **The Career Resource Library** features career-related books, industry magazines, directories, and graduate school and employer information. Computers are available for job searches and assessments.

Benson Center, West Wing
(408) 554-4421 / (408) 554-4902 (fax)
www.scu.edu/careercenter



CAREER CENTER RESOURCES FOR ALUMNI

Benson Center, West Wing
(408) 554-4421/(408) 554-4902 (fax)
<http://www.scu.edu/careercenter/alumni>

The Career Center works with all undergraduate alumni and with graduate students and alumni from the Schools of Engineering and Education, Counseling Psychology, and Pastoral Ministries, assisting with a full range of career-related services. Alumni services include the following:

- **Career Management Consultations.** Meet with a counselor and receive counseling and coaching regarding career change, resumes, networking, job search, negotiations, and promotions. Evening and phone appointments are available. This service is free for the first six months after graduation. A fee of \$50 per hour is charged thereafter.
- **Career Management Workshops.** Sessions are offered on self-assessment, job search strategies, focused resumes, interviewing, and networking skills. These are usually free and food is often provided.
- **BroncoLink.** This online resource provides hundreds of entry-level positions. Call the Career Center for your password. This is also your link to On-Campus Interviewing, available to alumni within 6 months of graduation.
- **InCircle.** Register with the Alumni Association to stay personally and professionally connected and to access job listings targeted to alumni. Join the Career Center group to get tips, ask questions, and get career-related event notifications. Search the community for friends and contacts.
- **Career Center Web site.** Visit <http://www.scu.edu/careercenter/alum> to get links to job sites, advice on resumes, information about graduate schools, and much more.
- **Career Center Weekly.** Register online and receive your electronic copy of the Weekly which details events for students and alumni
- **Career Resource Library.** This area in the Career Center provides career-related books, magazines, directories, and graduate school and employer information
- **Connection to SCU.** The Career Center has many activities and career panels, including a Bay Area Alumni Shadowing Program, where you can maintain your connection and share your expertise with current students.

GRADUATE BUSINESS CAREER SERVICES

Lucas Hall 116, Leavey School of Business
(408) 554-5485
gbpcareers@scu.edu

Graduate Business Career Management assists Leavey School of Business graduate business students and alumni with career self-assessment, exploration, and job search strategies appropriate to their academic background, employment experience, and career goals. They provide the following:

- **Career Coaching and Counseling.** Consultations are available by appointment. Coaches and counselors help with all aspects of career development, career planning, and the job search.
- **Career Development Workshops.** These workshops cover topics such as managing your career within an organization, business etiquette, emotional intelligence, internships, and interviewing.
- **Alumni Panel Discussions.** Career topics are presented through panel discussions with graduate business alumni.

Visit www.scu.edu/edu/business/graduate-careers for a comprehensive listing of our resources and services.

LAW CAREER SERVICES

Loyola Hall, First Floor, 160
(408) 554-4350 / (408) 544-5043 (fax)
www.scu.edu/law/careers

Law Career Services provides an access point for current law students, alumni, and employers. The professional staff assists students and alumni in conducting a self-directed job search by providing skills training, search strategies, and opportunities to explore career options. The office provides the following services:

- **Current Online Job Listings.** These include full-time, part-time, and temporary positions.
- **Networking Events.** Events with alumni and local practitioners are offered, such as Law Career Day and the Silicon Valley High Tech Legal Career Fair.
- **Skill-based Workshops.** Workshops are presented on resumes, cover letters, interviewing skills, networking, and job search strategies.
- **On-campus Interviewing.** OCI occurs during the fall semester for current law students.
- **Individual Career Advising.** Appointments for advising, including self-assessment feedback, are available for students and alumni within one year of graduation.