# THE CAREER CENTER



## Services

### CAREER SERVICES AVAILABLE TO LOYOLA'S UNDERGRADUATE AND GRADUATE STUDENTS AND ALUMNI

The mission of The Career Center at Loyola I bli Yfglm Maryland is to assist undergraduate and graduate students and Loyola alumni in the total career development process. This process is an on-going, lifetime activity and addresses various needs, such as choosing or changing a majorž clarifying interests, obtaining part-time and summer job and internship experiences, planning and conducting a professional job search, obtaining full-time employment, selecting and being admitted to graduate school and changing careers. The Career Center offers many services to assist in this process, and continuously strives to educate and promote partnerships with students, alumni, faculty, employers and members of the i b]j Yfg]hm community.

#### The Career Center

DeChiaro College Center, First Floor, West Wing

PHONE:

410-617-2232

E-MAIL:	WEB:	
thecareercenter@loyola.edu	www.loyola.edu/thecareercenter	
HOURS:	Mon - Thur	8:30 a.m 8 p.m.
Academic Year	Fri	8:30 a.m 5 p.m.
Summer and Breaks	Mon - Fri	8:30 am 5 nm



#### Become our Fan:

The Career Center at Loyola University Maryland

#### INDIVIDUAL ADVISING SESSIONS

Students and alumni can make individual appointments to discuss career options, job search strategies, resume writing/critiquing, choice of major and employment or graduate school opportunities. Any topic of concern, either present or future, concerning career planning is proper for discussion with a Career Advisor. Contact The Career Center to make an appointment.

#### **HOUNDS4HIRE**

The Career Center utilizes Hounds4Hire, a web-based recruitment system, to coordinate on-campus interviews, Career Center events, and job/internship postings. The system allows students to register information with The Career Center, upload resumes and cover letters, publish resumes for employer viewing, and search for jobs, internships and employer information. Contact The Career Center to activate your account.

#### **WORKSHOPS**

A series of job readiness and post graduate planning workshops are held in the Fall and Spring of each year. A schedule of these workshops may be obtained at The Career Center and through our website.

#### **RESUME CRITIQUES**

The Career Center is available to critique resumes, cover letters, and other employment/graduate school related correspondence. To utilize this service, you can meet with a Career Advisor, attend walk-in resume hours, drop off a copy at the front desk, or e-mail to thecareercenter@loyola.edu. Please allow two (2) business days for turnaround.

#### **ON-CAMPUS RECRUITMENT PROGRAM**

Loyola's On-Campus Recruitment Program brings employers on campus during the Fall and Spring semesters to interview students for jobs and internships. On the average, over 150 companies send representatives to Loyola annually.

#### **ALUMNI CAREER NETWORK**

The Alumni Career Network is a database of Loyola alumni who serve on an "on-call" basis. They serve as sources of career information and employment opportunities. Individuals who are interested in learning more about a particular career field and/or seeking employment can utilize this service through the Alum Career Network tab on Hounds4Hire.



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The Career Resource Library, located in The Career Center, contains reference materials and information on occupations, employers and graduate/professional schools, job listings and references related to career decision making and the job search process.

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Vocational interest tests which can be used to identify areas of career interest are administered and interpreted individually for students and alumni. Tests that are available include the Strong Interest Inventory and Myers Briggs Type Indicator.

#### **ON-LINE RESOURCES**

The Career Center offers several online resources to students including, FOCUS (a self exploration assessment), Internships.com, InternMatch.com, CareerSearch (an employer research system), UniWorld (a multinational business contact directory covering over 200 countries) and Goinglobal (an international and domestic opportunities and career resources system). For more detailed information, please obtain The Career Center online services sheet or visit our website.

#### **GRADUATE / PROFESSIONAL SCHOOL INFORMATION**

The Career Center has numerous graduate/professional school resources. The Career Resource Library contains the hard copies of Peterson's Graduate Catalogues as well as other resources to help you with your graduate/professional school search. In addition, a Career Advisor will critique personal statements, essays and applications for graduate/professional school.

#### **EMPLOYER CONTACTS**

The Career Center maintains a database of over 4,100 employer contacts that can be utilized for career networking purposes and aid you in your job/internship search.

#### **JOB LISTINGS**

The Career Center has various job listings for full-time and parttime employment, summer jobs, internships and childcare positions. These listings are in the Career Resource Library and on Hounds4Hire.

#### PRACTICE INTERVIEWING

A Career Advisor will conduct practice interviews which can be videotaped if the student chooses. This is a valuable tool since it can assist you with your interviewing techniques for jobs, internships and graduate/professional school. Please allow 1 1/2 - 2 hours for a practice interview appointment.

#### **SPECIAL PROGRAMS**

The Career Center sponsors/co-sponsors a number of special programs throughout the academic year. Some of the programs include: the Spring Career Fair, Post-Graduate Service Fair, Internship Fair, Academic Department Career Days/Nights, Employer Presentations, Job Shadowing Program and a Practice Interview Program. Additionally, the Maryland Career Consortium Career Fair and Graduate/Professional School Event are co-sponsored by The Career Center and the Maryland Career Consortium. Interested individuals are encouraged to keep in contact with The Career Center regarding its upcoming events.

#### RECIPROCITY SERVICE

Loyola students may request assistance from Career Centers at select colleges and universities throughout the United States. Letters requesting such assistance will be written by Loyola's Career Center Staff upon request. Check with The Career Center regarding policy information.

#### **TEST APPLICATIONS**

Applications for the Graduate Record Exam (GRE), the Graduate Management Admissions Test (GMAT) and the Praxis Series are available.

#### **FOLLOW-UP STUDIES**

The Career Center conducts a yearly undergraduate follow-up survey on each graduating class. This serves as a source of information for the campus community, indicating types of employers and graduate/professional schools of our recent graduates as well as internship information.

