

Career UPDATE

CAREER DEVELOPMENT CENTER • BOCA RATON CAMPUS
DIVISION OF STUDENT AFFAIRS SPRING 2006

FLORIDA ATLANTIC UNIVERSITY

SEEKING SUMMER CO-OP AND INTERNSHIP HIRES

'06 Calendar of events

FEBRUARY

- 24 Summer '06 Co-op Workshop
1 – 2 p.m.
- 28 Summer '06 Co-op Workshop
2 – 3 p.m.
Etiquette Dinner
6 – 8 p.m. Boca Raton Marriott,
Sign-up required. Space is limited.**

MARCH

- 1 Resume Writing Workshop
3 – 4 p.m.
- 2 Summer '06 Co-op Workshop
5 – 6 p.m.
- 13 Summer '06 Co-op Workshop
2 – 3 p.m.
Job Search Workshop
3 – 4 p.m.
- 15 Navigating the Academic Job Search Workshop*
Noon – 1 p.m.
**Career and Grad School Fair – SR Atrium and
The Burrow, Jupiter Campus**
1 – 5 p.m.
- 16 Navigating the Academic Job Search Workshop*
Noon – 1 p.m.
Interview Skills Workshop
1 – 2 p.m.
- 17 CV Writing Workshop*
Noon – 1 p.m.
Components of the Academic
Application Workshop*
1 – 2 p.m.
- 21 Academic Interview Skills and Salary
Negotiation Workshop*
Noon – 1:30 p.m.
Salary Negotiation Workshop
3 – 4 p.m.
- 23 Job Search Workshop
5 – 6 p.m.
- 27 Salary Negotiation Workshop
1 – 2 p.m.
- 29 **Carnival of Majors Fair – UC, Senate Chambers**
Noon – 2 p.m.
- 30 Resume Writing Workshop
3 – 4 p.m.

All workshops are held in the CDC, (SU) Bldg., Rm. 220.
For a complete listing of workshops, visit
www.cdc.fau.edu and click on calendar of events.

*Graduate Student Workshops

** Sign-up required in (SU) Bldg. Rm. 220

Let someone else peddle the suntan lotion and retrieve cabaña umbrellas this summer, while you gain professional experience and acquire skills for the workforce of tomorrow. Begin building your professional experience this summer by participating in Florida Atlantic University's Co-operative Education and Internship Program. Secure a position related to your major, get paid, learn valuable skills and earn academic credit towards your degree. Apply this spring for a summer Co-op



position. Applications are available at the Co-op workshops and are due March 15. Visit www.fau.edu/cdc/Coop/coop.htm for more information.

ETIQUETTE DINNER SCHEDULED

Many job interviews and business meetings are conducted while dining and candidates are often unsure about which fork to use or which glass is theirs. This can be unnerving and prevent you, as a job seeker, from making a positive first impression.

Each spring semester the Career Development Center, Alumni Affairs and the Student Government Association host an Etiquette Dinner to instruct students in dining etiquette and protocol. This year, the Etiquette Dinner will be held on Tuesday, Feb. 28 from 6 to 8 p.m. at the Boca Raton Marriott. International etiquette expert, Jacqueline Whitmore, founder of the Protocol School of Palm Beach, will guide FAU students and recent alumni through the finer points of business dining, international dining customs and tips on making the right first impression. This event is free to all FAU students. In order to attend, students must pre-register by sub-



mitting a \$30 deposit (check made out to FAU) to reserve a seat. Checks will be returned to students as they arrive at the dinner. Deposits must be dropped off at the Career Development Center, (SU) Bldg., Rm. 220 no later than Feb. 21. Seating is limited and is available on a first come first serve basis. Questions can be directed to (561)297-3520. Students should arrive to the dinner no later than 5:45 p.m. in business attire. Come and enjoy a night of eating, drinking and learning.

NEW CAREER AND LIFE PLANNING COURSE — SLS 1301

SLS 1301, Career and Life Planning, is designed to help freshmen and sophomores learn how to approach making career decisions. The course focuses on understanding how values, interests, skills and personality influence career choices. Students will complete several online career assessment inventories, conduct an informational interview with an alumni mentor and formulate an action plan for achieving a career goal. Students will learn to use various information resources to research academic majors and career options. The course is offered for one credit in the spring and summer.



Professional Mentoring Program

Struggling with career choices? The Florida Atlantic University National Alumni Association (FAUNAA) and the Career Development Center are launching a new Professional Mentoring Program. This program provides you with the opportunity to be mentored by an FAU graduate who shares similar academic or professional interests.

You will begin by participating in a required informational interview session provided by FAU's Career Development Center. Once you are accepted into the program and matched with a mentor, you will set up a correspondence schedule with your mentor that will consist of three meetings. These meetings can be held via telephone, instant messenger, e-mail or conducted face-to-face. The meetings will assist in building a foundation to help strengthen your professional goals. For more information and to apply to the program, go to www.fau.edu/cdc/Alumni/alumni.htm or call 561-297-3533.

CONTACT INFORMATION
Career Development Center

Boca Campus: SU 220
(561) 297-3533

Davie Campus: MOD 38 G
(954) 236-1214

Jupiter Campus: SR 110
(561) 799-8697

Treasure Coast Campus: JU 113
(772) 873-3305

Second Annual Carnival of Majors Fair

Wednesday March 29, 2006

University Center, Senate Chambers

Noon – 2 p.m.

GET INFO YOU NEED ON MAJORS AT FAU

Meet with faculty, college representatives and counselors.

Join us for refreshments and giveaways!

To RSVP visit www.cdc.fau.edu, click on Calendar of Events.

CAREER DEVELOPMENT CENTER RECEIVES GRANT

Target Corporation recently awarded an educational grant in the amount of \$2,000 to the Career Development Center. The grant will provide additional funding for graduate assistantships in support of the career advising program. The career advisors provide drop-in advising hours every Monday, Tuesday and Wednesday from 1 to 3 p.m. and they coordinate career events such as the Carnival of Majors Fair and Career Day.

Brad Taylor, group campus recruiter from Target stated: "Based on a successful recruiting relationship with FAU's Career Development Center, Target has encountered incredible successes with outstanding students. I would like to thank the Florida Atlantic University Career Development Center for the strong partnership with Target and for sharing the importance of education and community involvement with your students. It is a pleasure being able to build great partnerships with great leaders in the community."

"The additional funding will allow us to provide increased access to career advisors throughout the summer semester," said Sandra Jakubow, director of the Career Development Center. "We appreciate the generous support Target has provided to our center."

Over 500 Full-Time and Part-Time Opportunities: Are you ready to apply?

We are receiving new full-time and part-time opportunities daily — have you been checking them out? To search all types of positions you must be registered with the Career Development Center. It's quick and easy and will provide you with direct access to exciting career opportunities. Visit www.cdc.fau.edu to sign up with Interfase — our job posting database that allows you to manage your job search. Through this system you can post your profile and resume online, view current job listings, submit your resume directly to employers, participate in resume referrals to employers, manage your own personal calendar and, if you meet the criteria below, apply for and schedule on-campus recruiting interviews with employers. If you're not registered, employers will not be able to view your resume nor invite you to interview — you don't want to miss this!

If you are a currently enrolled, degree-seeking student, graduating in May 2006, August 2006, or December 2006, or are an alumnus (one year, post graduation) you can increase your access to career opportunities through Interfase by participating in the On-Campus Recruiting program. Once you complete the application you will be able to view employer interview schedules, submit your resume for consideration, and if selected to interview, request an interview with that employer — all through the Interfase system. If you are an undergraduate transfer student you must have completed at least 12 credits at FAU and if you are a graduate student, you must have completed at least nine credits at FAU.

Don't you think it's time you registered?