

FLORIDA ATLANTIC UNIVERSITY



Fall 2023

International Student Success Series

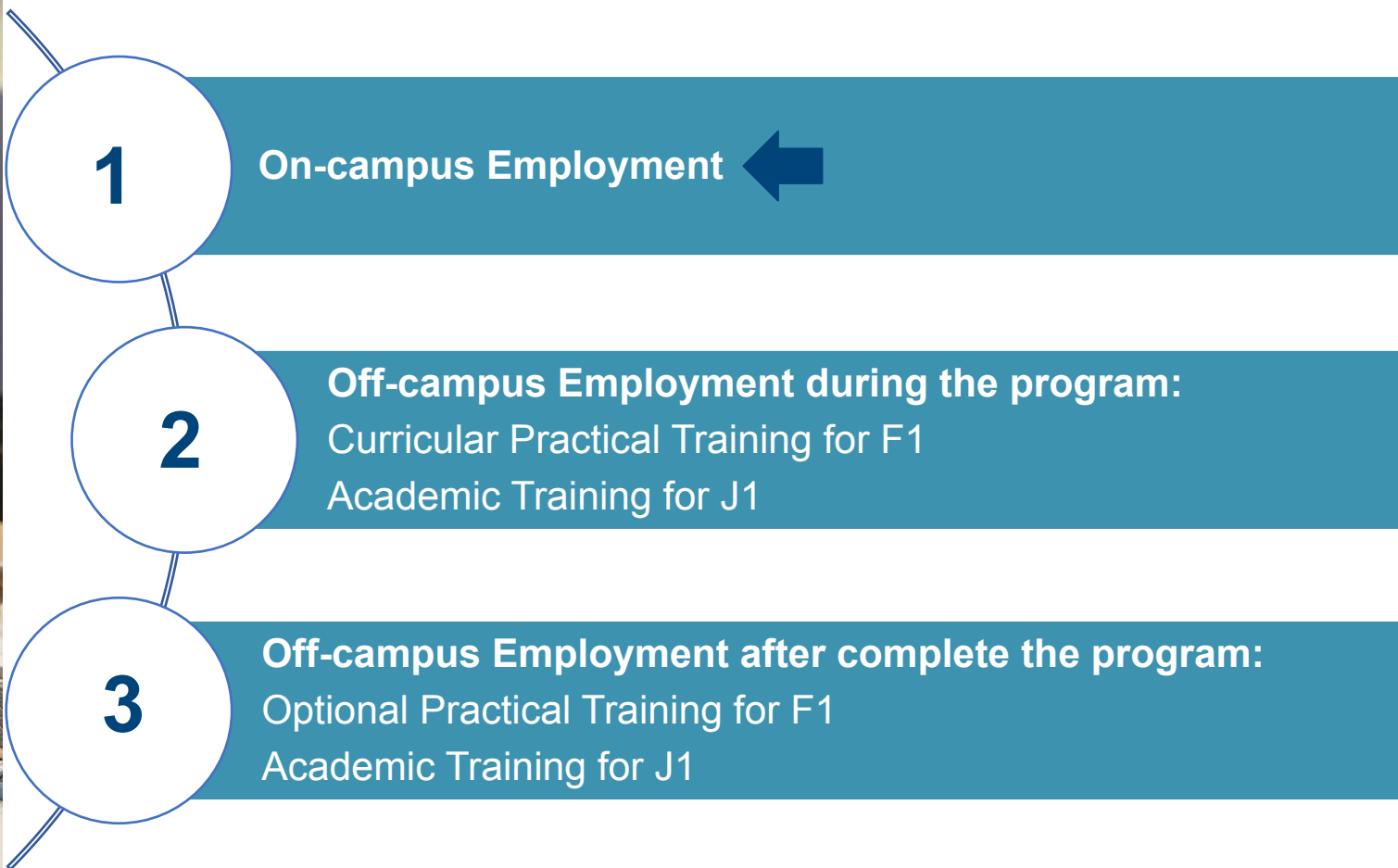
(1) Career Planning and Job Opportunities

August 31

Global FAU



F1/J1 Employment Options





F-1 Employment Options Key Differences

On Campus Employment ←	Curricular Practical Training (CPT)	Optional Practical Training (OPT)
<ul style="list-style-type: none"> → Apply for on campus jobs after being admitted to FAU and enrolled → Does not need to relate to major → Do not need to apply for separate work authorization → No more than 20 hours total of on-campus employment permitted during fall/spring terms → May work more than 20 hours during official school breaks and summer term (annual vacation) 	<ul style="list-style-type: none"> → Must first complete 2 semesters (30 weeks total) of full-time course enrollment → CPT required to engage in any work off-campus (paid or unpaid) during studies → Work must relate to major → Must apply for CPT and be authorized before engaging in off-campus work → Approved on a semester basis - two semesters of CPT are approved per degree level → Can be part-time or full-time 	<ul style="list-style-type: none"> → Applied for during final term of study → Do not need a job to apply → Approved by USCIS → Can take 1-3 months to be approved → Every major is eligible for 12-months of OPT → Approved once per degree in order of degree level. Ex: 12-month OPT for bachelors; another OPT can be approved after earning masters or higher → STEM OPT eligible majors can extend active period of 12-month OPT for additional 24-months

Attend CPT and OPT workshops to learn more! Events can be viewed on [ISS Events Calendar](#)



On-campus Employment Eligibility for F1/J1 students

- Eligible during your **first** semester.
- Student must maintain valid F status to be eligible.
- Unlike CPT/OPT - on campus work does **not** need to be related to your major.
- If hired, take the **International Employment Eligibility Form** (provided by HR) to ISS office to be signed.
- Limited to no more than **20 hours** per week during Fall and Spring semesters; can work full-time during school breaks such during the summer and winter/spring break.

Finding a job on-campus

- Visit [FAU Handshake](#) and create an application and search for on-campus "student positions"
- [FAU Career Center](#) – provides career advising to help prepare students for job search





On-campus Employment Eligibility for F1/J1 students Cont.

Working in more than 1 department on campus:

still limited to **20 hours combined** when classes are in session during fall/spring semesters

Search for job opportunities on campus and apply

Search for student postings on [FAU Handshake](#) and [FAU Jobs website](#) at least once a week for new opportunities

Ensure the work is being done **on campus** and compensation is directly through the university

Working on campus includes:

- Colleges and Departments
- Bookstore
- Dining Services: Chartwells, Starbucks (Breezeway), Subway (FAU stadium), Dining Hall
- Library
- Recreation Center

Securing a job on campus is competitive!

- Use the services of Career Center to strengthen your resume and candidacy when applying for job opportunities.



Before we get Started

- ***Raise your hand if you are a NEW student!***
- ***Raise your hand if you are a RETURNING student!***
- ***What are you studying?***
- ***Have you been to the FAU Career Center or scheduled a virtual appointment to meet with our Career Coaches?***
- ***Are you interested in finding a job on-campus and/or internship off-campus?***



APPOINTMENTS

In-person at the Boca Raton, Davie and Jupiter campuses
Virtual and evening sessions available

DROP-IN CAREER COACHING

No appointment necessary;

Boca Raton campus:

Monday - Thursday 11 a.m. - 5 p.m.
& Fridays 11 a.m. - 4 p.m.

Virtual options available

9 a.m. - 4 p.m. *based on availability*

BUILD TOWARD YOUR FUTURE MEET WITH A CAREER COACH FOR HELP WITH:



Deciding a major/career



Developing job and internship search strategies



Building résumés, cover letters, and LinkedIn profiles



Connecting and networking with employers through Handshake



Planning and applying for graduate and professional school



Preparing and practicing for interviews



Getting professional headshots and attire

SCHEDULE AN APPOINTMENT TODAY AT [FAUJOINHANDSHAKE.COM](https://www.fau.edu/joinhandshake)



5 Steps to Find an On-campus Job or Internship

1. Claim your Account on Handshake
2. Begin researching on-campus positions - Filter by “on-campus” on Handshake
3. Get a U.S.-friendly resume
4. Attend our Career Fairs
5. The FAU Career Center team is here to help you!



Handshake can help build toward your future.



The #1 way college students find jobs and internships



Search for full and part-time job opportunities



Find on and off campus jobs and internships



Register for career fairs & connect with organizations



Schedule appointments with a Career Coach



Claim your account at
[FAU.JOINHANDSHAKE.COM](https://www.fau.edu/joinhandshake.com)



CAREER CENTER
FLORIDA ATLANTIC UNIVERSITY

CAREER@FAU.EDU | 561-297-3533 | FAU.EDU/CAREER



Resume Must Have's





Cover Letter Guide (also known as a Letter of Application)

Cover Letter Guide

<p>Introduction Date</p> <p>Contact's Name Contact's Title Organization Name Street Address City, State Zip</p> <p>Contact's name:</p> <p>First Paragraph- "Why Them?" State the intention of your cover letter by including the position you are applying for and how you learned about it. If you were referred by someone or have a contact within the company, state that as well. In a few sentences, tell the employer why you are interested in the position and in their organization. (Here is where you will do research about the company to talk about <i>why</i> you want to work for their organization). Avoid using exact wording from their website or job posting.</p> <p>Second Paragraph- "Why You?" Describe any <i>relevant skills</i> that you have gained throughout your education and professional experience (You can choose to separate this into two paragraphs or keep it as one). You can include skills gained through coursework, activities, jobs, etc. Also make sure to describe the related <i>professional accomplishments</i> you have had. Employers also want to know how you went above and beyond your primary job responsibilities. This is where you can really highlight yourself. Make sure that the skills and accomplishments you are describing combine the requirements/qualifications on the job posting and your resume. You want to show the employer that the experience you have matches what they are looking for without blatantly saying so (You can make that connection in the next paragraph).</p> <p>Third Paragraph- "Why Together?" Explain why you and the employer would be a great fit. <i>How</i> do your skills and accomplishments directly tie into what they are looking for? What can you offer them? What can they offer you? What do you hope to accomplish while working there? This paragraph is where you are connecting the dots for the employer on why they should hire you. You can talk about the ways that your experience matches what they are looking for. Make sure to include the ways that the employer can contact you at the end. Close by showing your appreciation and thanking them.</p> <p>Sincerely,</p> <p>(Actual signature)</p> <p>Your typed name</p>	<p>Your Address</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">Times New Roman or Arial font 11 or 12 pt, single spaced</div>
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1. Why Them?

2. Why You?

3. Why Together?



What is an Internship?

“

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional workplace setting.

– National Association of Colleges and Employers

”

- Internships = Curricular Practical Training (CPT)
- Must be related to your field of study



Internships (CPT) vs. On-Campus Jobs

Internships (CPT- Off campus)

- Clerical work is limited to 20%
- Project work up to 80%
- Learning objectives
- Start and end date (authorized on semester bases)
- Must be related to your major

On-Campus Jobs

- Clerical work could be 100%
- No project work or limited project work
- An on-campus job can last up to a student's duration of study





Begin Researching On-Campus Jobs and Internships

Both on-campus internships and on-campus employment will be listed under “on-campus”

The screenshot shows the FAU Career Center job search interface. On the left, there is a navigation menu with options: Jobs, Events, Employers, Inbox (with a red notification icon), and Career center. The main search area includes a search bar, filters for 'FAU collections', 'Location', 'On-site/remote', 'Full-time job', 'Internship', and 'Part-time', and a button for 'All filters - 1'. Below the search bar, it indicates '18 jobs found' and a 'Relevance' sort option. A list of job results is shown, including:

- Don't miss out!** New jobs are getting added all the time. [Save your search](#) and be the first to know.
- Part-time - On-campus**
Office of Technology Development Internship Program
Florida Atlantic University
Remote - Boca Raton, FL
- Part-time - On-campus**
Student Admissions Representative - Fall and Summer Start
Florida Atlantic University
On-site - Boca Raton, FL
- Tom Budge**
Assistant Director of First Impressions
- Part-time - On-campus**
Operations Manager, Davie Student Union (Davie Campus)
Florida Atlantic University

The detailed view of the 'Office of Technology Development Internship Program' is shown on the right. It includes the following information:

- Part-Time - On Campus Student Employment**
- Office of Technology Development Internship Program**
- Florida Atlantic University**
Remote - Boca Raton, FL
- About the role**
- Application deadline:** August 31, 2023 12:00 PM
- Posted date:** February 7, 2022
- Seasonal role:** (8/21/23 - 12/1/23)
- Estimated pay:** \$15.00-20.00 per hour
- Company division:** Division of Research
- Location type:** Remote
- FAU collection:** Employer recommended by your career center. [View all jobs](#)
- [Hires from our school](#)
- Apply** button
- Role Description**



Other On-campus Jobs Resources

Home / FAU Career Center / Students / Part Time Jobs



Part-Time Jobs:

FAU students can find part-time jobs both on and off campus. Part-time jobs are a great way to gain experience while working toward your degree. Here are the top resources:

On-Campus

Do you like the idea of working at FAU as a part-time employee? The following websites feature openings for part-time, on-campus jobs to help you with your job search.

- [FAU Human Resources](#)
- [FAU Dining Services](#)
- [Boca Raton or Davie Bookstore](#)
- [FAU Recreation Center](#)
- [FAU Housing and Residential Education](#)
- [FAU Student Union](#)
- [Owls Care Health Promotion](#)
- [Federal Work Study](#)

FAU Human Resources:

<https://fau.wd1.myworkdayjobs.com/en-US/FAU>

FAU Dining Services:

<https://dineoncampus.com/fau/job-opportunities>

Boca Raton or Davie Bookstore

[Boca Raton or Davie Bookstore](#)

FAU Recreation Center:

<https://www.fau.edu/campusrec/about/join-our-team/>

FAU Housing and Recreation Center:

<https://www.fau.edu/housing/employment/>

FAU Student Union

<https://www.fau.edu/studentunion/administration/employment.php>

FAU Owls Care Health Promotion

https://www.fau.edu/owlscares/student_opp/owls_care.php



Begin Researching Off-Campus Internships

The screenshot shows a job search interface with a sidebar on the left containing navigation options: Jobs, Events, Employers, Inbox (1), and Career center. The main search area includes a search bar, filters for 'FAU collections', 'Location', 'On-site/remote', 'Full-time job', 'Internship', and 'Part-time', and a button for 'All filters - 1'. Below the search bar, it indicates '2.2K jobs found' and 'Relevance' sorting. A 'Don't miss out!' alert states 'New jobs are getting added all the time. Save your search and be the first to know.' The job list on the left includes:

- Revenue Cycle Management (RCM) Business Operations...** by Modernizing Medicine, Remote - Boca Raton, FL.
- Graphic Design Intern** by Mahi Media Inc., Remote - Boca Raton, FL.
- Social Media Intern** by Mahi Media Inc., Remote - Boca Raton, FL.

The detailed view of the 'Revenue Cycle Management (RCM) Business Operations Intern' position is shown on the right. It is a 'Part-Time - Internship' role at 'Modernizing Medicine' in 'Remote - Boca Raton, FL'. The 'About the role' section includes:

Application deadline	Posted date	Seasonal role
June 9, 2023 12:00 AM	May 23, 2023	(6/1/23 - 9/7/23)

Estimated pay	Location type	US work authorization
\$15.00-20.00 per hour	Remote	Required

There is an 'Apply Externally' button and a 'Role Description' section below.

Employers
begin recruiting
8.5 months
prior to the
internship start
date



YOUR
INTERNSHIP
RESOURCE

FAU CAREER CENTER

ON AND OFF CAMPUS
INTERNSHIPS AVAILABLE

REGISTER YOUR EXPERIENCE
THROUGH THE 0 - 4 CREDIT
PROFESSIONAL INTERNSHIP COURSE

START IN YOUR FIRST YEAR – IT'S NEVER TOO EARLY!

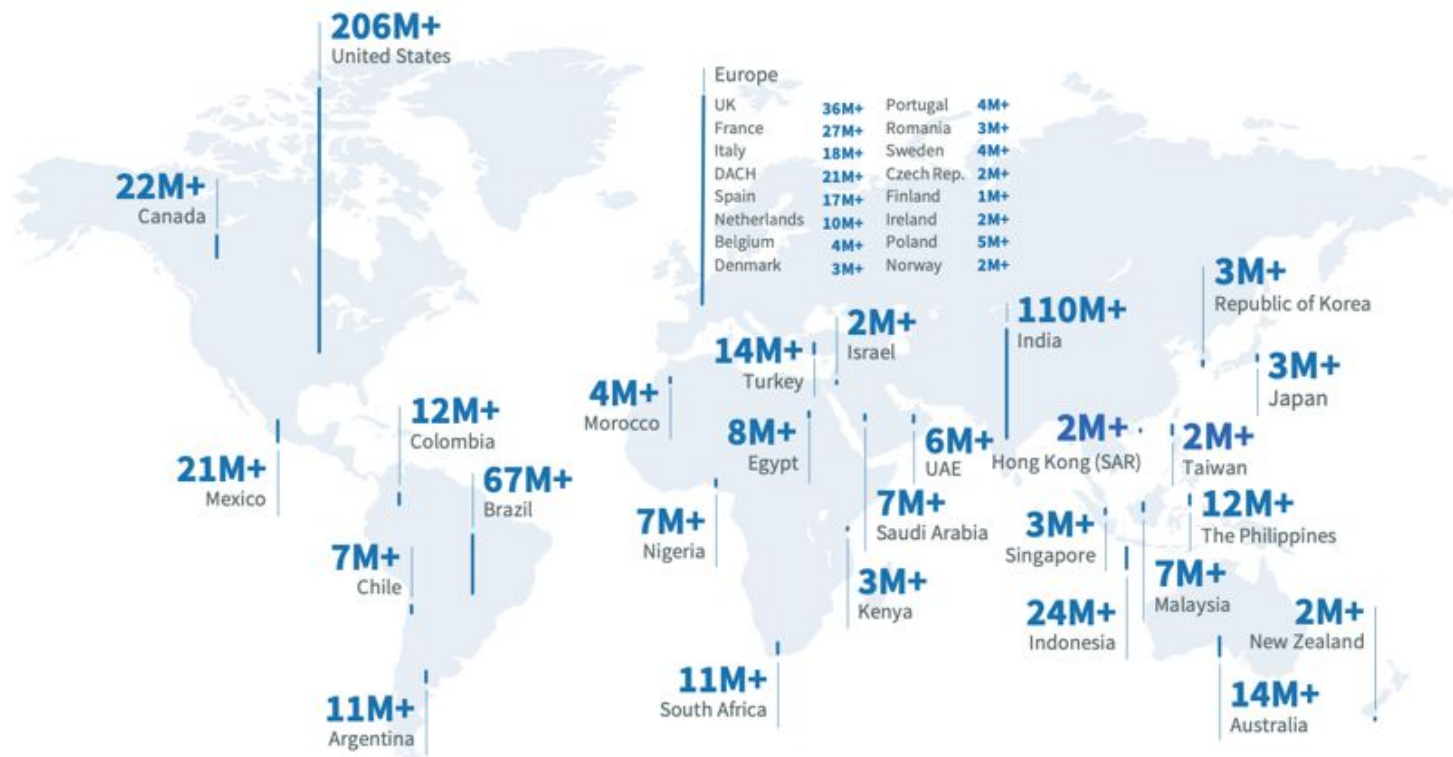
FAU CAREER CENTER





LinkedIn Resources: The Largest Professional Network

More than 950 million members in 200 countries and regions worldwide*



*Membership numbers are updated quarterly after Microsoft Earnings



FLORIDA ATLANTIC UNIVERSITY

FALL 2023 CAREER FAIRS



SEPT.

14

Career and Internship Fair

OCT.

17

Technology & Engineering Career Fair

SEPT.

22

Accounting & Finance Career and Internship Fair

OCT.

26

Graduate & Professional School Fair

SEPT.

28

Government & Social Services Networking Event

NOV.

9

Virtual Career Fair

OCT.

5

Internship & Part-Time Job Fair



REGISTER NOW ON HANDSHAKE



Scan me 



IRIS AIR PHOTOBOOTH

THE SELF-SERVICE IRIS BOOTH

Elevate your professional image with the Iris Air Photobooth, available exclusively at the **FAU Career Center, Boca Raton campus**. Prepare to capture headshots that impress and open doors to exciting opportunities.

- Uses high-quality studio lighting and photography equipment.
- Allows users to approve or retake photos and displays posing tips.
- Allows users to crop photos, touch up blemishes, whiten teeth, or apply filters.
- Instantly delivers digital photos via email.



Location: FAU Career Center / Date: Available for walk-ins now! / Time: 9 a.m. – 5 p.m.
For more information, visit our website or contact us at [\(561\) 297-3533](tel:5612973533) or career@fau.edu.



FREE PROFESSIONAL & BUSINESS CASUAL ATTIRE

DRESS FOR SUCCESS THROUGH THE

OWL PROFESSIONAL CLOTHES CLOSET

The attire is available to **all students** who use a service such as résumé building or meeting with a career advisor to build an individualized career plan.

FAU CAREER CENTER





CPT/OPT Virtual Workshops Dates

CPT Workshops:

- Wednesday, September 13th, 1-2 p.m.
- Register: <https://fau.joinhandshake.com/edu/events/1351393>
- Thursday, October 19th, 10-11 a.m.
- Register: <https://fau.joinhandshake.com/edu/events/1351363>

OPT Workshops:

- Tuesday, September 12th, 11 a.m. - 12 p.m.
- Register: <https://fau.joinhandshake.com/edu/events/1351415>
- Wednesday, October 18th, 1-2 p.m.
- Register: <https://fau.joinhandshake.com/edu/events/1351449>

F1 Employment Workshops

by FAU International Student Services
and Career Center

Join via
Handshake

First OPT - Optional Practical Training Workshop

Tuesday, September 12, 2023
11 am - 12 pm

[https://fau.joinhandshake.com/edu/
events/1351393](https://fau.joinhandshake.com/edu/events/1351393)

First CPT- Curricular Practical Training Workshop

Wednesday, September 13, 2023
1 pm - 2 pm

[https://fau.joinhandshake.com/edu/
events/1351363](https://fau.joinhandshake.com/edu/events/1351363)

Second OPT - Optional Practical Training Workshop

Wednesday, October 18, 2023
1 pm - 2 pm

[https://fau.joinhandshake.com/
edu/events/1351415](https://fau.joinhandshake.com/edu/events/1351415)

Second CPT - Curricular Practical Training Workshop

Thursday, October 19, 2023
10 am - 11 am

[https://fau.joinhandshake.com/ed
u/events/1351449](https://fau.joinhandshake.com/edu/events/1351449)





Interview Role Play



Interview Questions:

Tell me about Yourself

What are your current career goals?

Where do you see yourself in 5 years?



FAU CAREER CENTER

PRACTICE INTERVIEWS



Practice Interview with a Career Coach



Interview Prep



Live Practice Interview with a Career Coach

Practice Interviews are conducted by **appointment only** and can be **virtual or in-person**. Practice interview appointments are **50 minutes in length** and simulate **an actual interview**.

To schedule an appointment, visit **Handshake** and select **"Practice Interview"**.



Self-Paced Virtual Practice Interview

Interview Prep is a **free premium** online video-based interview prep tool which uses a **webcam** to record and practice your **interviewing skills**. Practice your pitch with the context, emotion and relevancy needed to **excel at job interviews**.

Go to **fau.interviewprep.app** and use your **FAU email account** to register and get started.



FLORIDA ATLANTIC UNIVERSITY

YOU LOOK LOST... FOLLOW US!



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FAU Career Center

Global FAU



Reminder: Sign-in for Today's Event

SCAN ME





Q&A

Any questions?

