



## Career Center and Cooperative Education

### Contact Information

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careercenter@csus.edu  
www.csus.edu/careercenter

### Career Events 2009

#### Resume: Extreme Makeover

Wednesday, February 11  
Noon - 3:00pm  
University Union Ballroom

#### Career Fair

Wednesday, February 18  
10:00am – 2:00pm  
University Union Ballroom

#### Speed Interviews

Wednesday, March 4  
Noon - 3:00pm  
University Union Ballroom

#### Internship Panel

Wednesday, March 11  
Noon - 1:00pm  
University Union, Lobby Suite

#### Engineering & Computer Science Career Day

Friday, March 6  
8:00am - 3:30pm  
University Union Ballroom

#### Educator Expo

Thursday, March 26  
9:00am - 4:00pm  
University Union Ballroom

#### Etiquette Dinner

Thursday, April 9  
5:00pm - 8:00pm  
University Union Restaurant  
Pre-registration required at the Career Center

### Online Services

#### Career Connection

Free online career management system for students, alumni and employers. View job listings, register for events and workshops, view calendar of Career Center events.

#### Optimal Resume

Free resume generator to create on-line portfolios and resumes. Post resumes and other documents on a professional website.

### Self-Exploration

The Career Center provides a friendly, creative environment where students can identify skills, interests, and values either with the assistance of a career specialist or on their own.

- Career Assessments
- Computerized Career Guidance
- Self-Exploration Handouts and Books
- Major Finder Activity
- Choose or Change a Major/Minor
- Career Advisement
- Decision Making and Goal Setting
- Walk-In Services
  - Provide students the opportunity to talk with a career specialist
  - Are on first-come, first-served basis
- Career Counseling Appointments
  - Are only scheduled with a counselor after attending a walk-in session

### Research Academic and Career Options

The Career Center provides information about academic programs and the job market that relate to their education and career goals.

- Sac State Main Library
- Company information sessions
- Career Fairs
- Career Related Magazines/Newspapers
- Business Card Directory
- Career Library
  - Career information by industry
  - Career information by major
  - Sample resumes & cover letters
  - College and university catalogs
  - Computer career guidance
  - Eureka
  - Choices

### Where to Look for Jobs On-Campus

- |                                     |  |          |
|-------------------------------------|--|----------|
| • Career Connection                 | <a href="http://www.csus.edu/careercenter">www.csus.edu/careercenter</a> | 278-6231 |
| • University Enterprises            | <a href="http://www.enterprises.csus.edu">www.enterprises.csus.edu</a>   | 278-7001 |
| • University Union                  | <a href="http://www.csus.edu/union">www.csus.edu/union</a>               | 278-6744 |
| • Library                           | <a href="http://www.library.csus.edu">www.library.csus.edu</a>           | 278-6926 |
| • Transportation/Parking            | <a href="http://www.csus.edu/utaps">www.csus.edu/utaps</a>               | 278-PARK |
| • Student Health Center             | <a href="http://www.csus.edu/hlth">www.csus.edu/hlth</a>                 | 278-6461 |
| • Children's Center                 | <a href="http://www.asi.csuseduchildren">www.asi.csuseduchildren</a>     | 278-6216 |
| • Residence Halls                   | <a href="http://www.csus.edu/housing">www.csus.edu/housing</a>           | 278-6655 |
| • Associated Students               | <a href="http://www.asi.csus.edu">www.asi.csus.edu</a>                   | 278-6784 |
| • University Media Services         | <a href="http://www.csus.edu/ums">www.csus.edu/ums</a>                   | 278-6862 |
| • Information Resource & Technology | <a href="http://www.csus.edu/uccs">www.csus.edu/uccs</a>                 | 278-7705 |
| • Financial Aid                     | <a href="http://www.csus.edu/faid">www.csus.edu/faid</a>                 | 278-6554 |



## On-Campus Recruitment

### March 9-May 8

Fortune 500 companies, top accounting firms, government agencies, and other well-known companies come to Sacramento State each semester to interview graduating seniors, graduate students and alumni for full time, entry level, and professional positions.

### Orientation Workshop Required

To sign up for a workshop, you must have an account with Career Connection. Log onto Career Connection to register.

### Company Lectures

Check out who is coming!  
[www.csus.edu/careercenter](http://www.csus.edu/careercenter)

## Satellite Offices

Check website for hours:

College of Engineering and Computer Science  
Santa Clara 1207  
916-278-7220

College of Natural Sciences and Mathematics  
Sequoia 334A  
916-278-5135

College of Health and Human Services  
Solano 5010  
916-278-4652

## Alumni Services

Alumni Career Services  
\$65.00/year

CSU System Alumni  
\$75.00/year

Sacramento State Alumni Association Member  
\$50.00/year

## Experiential Education

The Career Center helps students achieve their academic and career goals by providing experiential opportunities including internships, part-time jobs, and cooperative education.

- Informational Interviews
- Job Shadowing
- Mentoring
- Community services positions
- Part-time or full-time jobs
- Volunteer positions
- Internships (paid or unpaid)
- Cooperative Education
  - Matches students with paid internship positions that relate to their majors
  - Allows students to earn academic credit while gaining professional work experience
- Career Connection
  - The Career Center's new FREE Online Job Listing System
  - Lists full-time, part-time, on-campus, internship, co-op, seasonal, and volunteer opportunities
  - Can be accessed online through the Career Center website
  - View upcoming fairs, workshops, and information sessions

## Job Search/Graduate and Professional School Preparation

The Career Center helps students to prepare and develop effective strategies for pursuing employment or professional schools.

- Resume and cover letter critique
- Interviewing techniques
- Job search resources
- Career fairs
- Job listings
- Career Connection
- Portfolio assistance
- Graduate school advising
- Company information sessions
- Optimal Resume
- On-Campus Recruiting Program
  - On-Campus Recruitment Orientation
  - On-Campus interviews (all majors)
  - Company business card directory
  - On-Campus Recruitment Orientation
- NACE Salary Survey information
- Resume Books on Career Connection
  - Keeps uploaded students' resume(s) on file according to area of interest
  - Matches qualifications with employer specified criteria
  - Employers may download student resumes from Career Connection

## Goal Setting/Action Steps

The Career Center assists students with identifying educational goals and developing action plans to succeed in education, career, and work goals.

- Individual appointments
- Developing action plans
- Clarifying goals
- Utilizing decision-making strategies

*The Career Center provides proactive and comprehensive career services to students through: career development, experiential learning, on-campus recruitment and employer relations. The professional staff creates a supportive and educational environment where students can actively participate in their own career development within the global work world.*