Career Planning Throughout Your Academic Years

New Graduate Student Orientation

Kamilah McCoy, Associate Director for Graduate Student Services
Kate Veraldi, Director of Student Services-The Graduate School
Presentation Objectives

• Provide an overview UCS resources for graduate students

• Review and discuss key graduate student career concerns
  – In your first year
  – Throughout your graduate career

• Identify additional resources on campus to support your professional development
True or False?

University Career Services (UCS) only provides services for undergraduate students

UCS only assists with job searching

Information about meetings with UCS will be shared with faculty members/advisors

The ideal time to use UCS is closer to graduation

I need to know what I want to do professionally before using UCS services
Common Grad Student Career Concerns

- Evaluating career choices within and outside of academia
- Discussing the impact of graduate school on career options
- Learning, evaluating, and refining interviewing skills
- Examining familial, cultural, gender, sexual orientation and/or disability issues related to career decisions
- Managing feelings of being rushed/pressured to make career decisions
- Considering the transition from student to professional
- Learning about employment opportunities
- Making decisions that are most appropriate given lifestyle considerations
Who We Are

- Internship Specialists
- Career Counselors
- Employment Specialists
- Alumni Career Services
- Graduate Student Services
- Employer Relations
UCS Services for Graduate Students

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**Career Counseling**

- How do I explore/research career options?
- How do I know what kind of full time job I want?
- How do I assess my interests/skills/values and how do they relate to careers?
- I am not satisfied with my graduate program. What are my career options?
What is Career Counseling?

Career counseling is a confidential and supportive process through which you can explore career options, make career decisions, discuss your strengths, areas of growth, and challenges.

Career Assessment Tools:
- Myers Briggs Type Indicator
- Strong Interest Inventory

Tracie Thomas, Associate Director for Career Development
Christina Siders, Senior Career Counselor
Colleen Monks, Career Counselor
UCS Services for Graduate Students

Full-time Job Search & Internship Search Advising

• When and how do I start my internship/job search?
• How do I research companies/industries?
• How do I write a targeted resume/cover letter?
• How do I find job/internship opportunities?
• How do I prepare for interviewing?
• How do I start networking?
• How do I identify key timelines for recruiting in specific fields?
Internship Specialists

- Internship Specialists assist with the search in all industries and with all degree levels
- There are also school-specific career offices at NU that assist with the internship search
Employment Specialists by Industry

- Brett Boettcher, Associate Director for Education, Government & Non-Profit
- Search in Progress, Assistant Director for Business & Marketing
- Jeff Jenkins, Assistant Director for Media, Communications & Fine Arts
- Larry Jackson, Assistant Director for Engineering, Science & Entrepreneurship
- Jose Santos, Assistant Director for Liberal Arts
Additional UCS Services

• Conducting and preparing for an academic job search

• Events and programs on graduate student career development topics

• Special advising hours for graduate students

• Job search and career advising for Northwestern alumni

Kamilah McCoy, Associate Director for Graduate Student Services

Cindy Graham, Senior Assistant Director for Alumni Career Services
Career Development in your 1st Year

Plan NOW for life after graduate school!

1. Professional Development
2. Explore Career Options
3. Build Your Network
4. Start Job Search Process
Professional Development

- Expand skills and experience through:
  - Teaching Assistant Opportunities
  - Campus clubs and organizations
  - Departmental or campus committees
  - Workshops and courses outside your department
  - Volunteer work, internships, part-time or summer employment

- Assess skills you need to develop for potential career paths
- Write CV and/or resume and update quarterly
- Review and follow timeline for degree completion
- Create or update your LinkedIn profile
- Reflect on your experiences regularly
- Meet with UCS to clarify career goals
Skills/Qualities Employers Seek

- Ability to work in a team structure
- Ability to verbally communicate with persons inside and outside the organization
- Ability to make decisions and solve problems
- Ability to obtain and process information
- Ability to plan, organize, and prioritize work
- Ability to analyze quantitative data
- Technical knowledge related to the job
- Proficiency with computer software programs
- Ability to create and/or edit written reports
- Ability to sell or influence others

Source: National Association of Colleges and Employers, Job Outlook 2012
Explore Career Options

- Conduct online research and informational interviews to learn about career paths within and outside of academia for your discipline
- Shadow NU alumni through the NEXT program to learn more about a specific field
Informational Interviewing

A method for conducting organizational and occupational information about a field, industry or position

• Less formal than a job interview
• More in-depth than a casual chat

Goals of an informational interview:

1. Gather information
2. Obtain advice
3. Leave a positive impression
Build Your Network

• Attend a workshop on networking strategies hosted by UCS
• Meet and network with graduate students and faculty in your department and around campus
• Network with attendees and invited speakers when you attend seminars and conferences
• Keep in touch networking contacts developed prior to graduate school
• Find mentors (at NU or elsewhere) in addition to your faculty advisor
Start Job Search Process

- Familiarize yourself with the job market and hiring cycles for your field of interest
- Identify sources of job postings for your field of interest
- Join relevant professional organization and/or academic societies
- Submit papers, panels, proposals and poster sessions for conferences
- Apply to internships (if applicable) that will allow you to gain professional experience in your field of interest
- Examine job descriptions to identify required qualifications to be a competitive applicant
Additional Resources on Campus

- **International Students**: Work with the International Office to learn about types of work authorization (e.g. CPT/OPT/H1B)

- **Career Offices @ NU (In addition to UCS)**:
  - Medill Career Services
  - McCormick Office of Career Development
  - School of Continuing Studies Career Services
  - Chicago Field Studies
  - School of Communications, EPICS
  - Bienen School of Music Career Services
Additional Resources on Campus

The Graduate School (TGS): Professional development programming and resources for NU graduate students

TGS partners with several University offices to ensure that comprehensive programming is available in the following areas:

- Presentation Skills
- Writing and Editing
- Career Exploration and Job Searching
- Leadership/Management
- Teaching
- Graduate Student Success
QUESTIONS?
How to Connect with UCS

By Walk-in Appointment:
• Walk-in hours: 11:00 am-2:45pm
  – Tuesday/Wednesday: 620 Lincoln St.
  – Thursday/Friday: UCS Career Lab
• Evening Drop-in hours: 5:00-6:45pm
  – Every other Wednesday: UCS Career Lab

By Individual Appointment:
• Appointment: call our main office: 847-491-3700
• Chicago Campus: biweekly scheduling dates

By Event or Workshop:
• Check PlanIt Purple for dates and times
Where in the World is UCS?

Main Office
620 Lincoln Street

NU Chicago Campus:
Advising by appointment
2x per month

UCS CareerLab
NU Library, 2N Core
Upcoming Career Events @ NU

Fall Job & Internship Fair
10/2  12:00—4:00 PM  Norris Center, 2nd Floor

Job Search for Masters Students
10/8  5:00—6:00 PM  Norris Center, Louis Room South

US Job Search Strategies for International Students
10/9  5:00—6:00 PM  Norris, McCormick Auditorium

SWE Industry Day
10/18  5:00—9:00 PM  Norris Center, 2nd Floor

LinkedIn Labs
10/8, 10/22, 11/5, 11/19, 12/3  12:00-2:00 PM
Main Library, Career Lab
University Career Services

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Main Office
620 Lincoln Street
847-491-3700

Career Lab (Walk-ins Thursdays & Fridays Only)
Core Reserve
Main Library, 2nd Floor North