

CSC – Services Available

About Career Services Series

Overview of Services and Programs

Marquette University Career Services Center provides comprehensive career and employment services for undergraduate students, graduate students, and alumni. Resources and services are outlined below.

Career Counseling, Job Search, and Finding Internships

Individual counseling is available by appointment to students and alumni concerning all areas of job search.

- Career Direction
- Resumes and Correspondence
- Salary Negotiation
- Job Search Strategies
- Graduate School Decisions
- Interviewing Preparation

The Kimberly-Clark Career Library

This center provides a wide variety of employment, career and graduate school information, including:

- Information and handouts concerning occupations, such as “What Can I Do With A Major in ...”
- Graduate school and entrance exam information
- Job search resources including sample resumes, sample letters, information about search strategies
- Several computers for job search use, including access to a laser printer

The CSC Website (www.marquette.edu/csc)

Start here to gain access to information for your career planning and job search needs. Highlights include:

Golden Eagle Search

- Comprehensive web-crawler job search engine
- Search internships and jobs by skill area from over 5 million national job postings

Going Global

- Country Career Guides packed with country-specific information
- Job Postings and Internship Listings for any country in the world
- Global Key Employer Directory contains 25,000 country-specific company profiles

Vault

- Online career library including company and career field information
- Research employers, industries, and career subjects

Reference USA

- Identify employers to actively pursue for positions
- Research industries/companies; executives, corporations, company description

Use internet social networks to make connections with people:

We're tweeting!

- Follow the Career Services Center on **Twitter** (twitter.com/MU_CSC) to stay up to date on the latest job search articles, highlights and Career Services Center happenings.

We're blogging!

- Be sure to visit the Career Services Center's new blog, **Career Chatter** (marquettecsc.blogspot.com), regularly to get all the latest information and advice from our office. It's the Career Services Center... UNPLUGGED

We're on Facebook!

- Become a fan of the MU Career Services Center on **Facebook** (www.facebook.com/mucsc). It can't hurt...right?

We're LinkedIn!

- Network with professionals in our MUCSC Group on **LinkedIn**. If you don't already have an account - here is one good excuse to get one! To find us just search in groups for MUCSC and join.

Quick Help Career Hours

Brief walk-in sessions are offered every day. Times change each semester; check website for updated hours.
MU Career Manager Orientation sessions are also available - check website for updated hours.

MU Career Manager Access online at www.marquette.edu/csc

Students and alumni are encouraged to submit their resume for inclusion in the MU Career Manager program. This comprehensive online job search tool connects students with employers in three main ways.

Full-time and Internship Position Openings

Search full-time, part-time, temporary, internship, & co-op positions. You can even automate your job search and have jobs emailed to you using Job Search Agents.

On Campus Interviews

Each semester more than 1500 interviews take place in the Career Services Center between students and employers for full-time employment and internships. These employers represent business, industry, and government. Employers from education, health, social services, publishing, advertising and related fields participate to a lesser extent in campus recruiting. These employers often recruit students through career fairs, resume referral and internships. Students in all fields are encouraged to register with CSC as many employers that visit campus are looking at candidates from all fields and disciplines.

Students planning to participate in on-campus interviews are recommended to attend an Orientation Session where the MU Career Manager program will be explained. Daily Orientations are held each semester while classes are in session.

Resume Referral

While hundreds of firms visit campus each year, there are many that call to request resumes and/or send job vacancies. Resumes of graduating students and alumni actively seeking employment are sent electronically by the CSC staff to employers who have professional career opportunities available.

Career Fairs

Using MU Career Manager, students can see which organizations will be attending our career fairs.

Fall Career Fair: Two-day fair for Marquette students and alumni only. *FALL*

WorkForce: Wisconsin Private Colleges Fair held in Marquette's Student Union for MU students and those from other private colleges in Wisconsin. *EARLY SPRING*

National Jesuit Collegiate e-Fair: 17 Jesuit universities offer an e-Fair to the students and alumni of participating colleges and universities among the Jesuit consortium in the United States. *EARLY SPRING*

Big East Fairs: Colleges and universities from the Big East Conference schools have joined together to form a Big East Recruiting Consortium. They hold both an on-site fair in Madison Square Garden, New York, NY and a virtual fair. *EARLY SPRING*

Career Services Center Seminars

Student groups, faculty, and other organizations are encouraged to request presentations on all job search topics.

- Job Seeking on the Internet
- Writing Great Resumes and Correspondence
- Dining Etiquette
- Successful Networking
- Interviewing for Success
- Dress for Success
- Job Search Techniques
- Any other career-related topic

Graduate and Professional School Assistance

The CSC also provides access to students interested in applying to graduate and professional schools. Test applications are available for the GRE, GMAT, LSAT, etc. Students are encouraged to make appointments to discuss application procedures, essay writing, and eligibility for Fulbright, NSF, Rhodes, Marshall and other awards.