

CAREER CENTER

careers.ucr.edu

FALL PROGRAMS

academic year 2009-2010

Can't make a workshop? Watch it in the Virtual Career Center • Available at careers.ucr.edu

FEDERAL WORK-STUDY STUDENTS: NEED TO EARN MONEY?

Do you have a Federal Work-Study award but not sure how to start earning your funds? Attend a work-study workshop before it gets too late! The Federal Work-Study Orientation will cover information and procedures for students participating in the Federal Work-Study Program. Learn more about the online Placement Form, Letters of Clearance, job search instructions, academic credit and time-sheets. Students who have previously attended a Federal Work-Study orientation are welcome but not required to attend.

WORK-STUDY ORIENTATION:

M	9/21	3-4p	CHASS INTN	1020
T	9/22	2-3p	CHASS INTN	1020
W	9/23	2-3p	CHASS INTN	1020
Th	10/8	12-1p	HUB 260	
M	11/2	1-2p	HUB 260	

WORK-STUDY MINI JOB FAIR:

F	10/16	11:30a-1p	HUB 302
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INTERNSHIP PREP & SEARCH

Do you need assistance on how to make a career decision while possibly earning academic credit or even getting paid all at once? To find out how, attend Internship Prep and Search!

W	10/7	11a-12p	HUB 260
Th	11/12	3-4p	HUB 260

PANEL OF STUDENT INTERNS:

T	10/27	2-3:30p	HUB 268
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PANEL OF EMPLOYERS HIRING INTERNS:

Th	10/15	2:45-4p	HUB 379
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WHAT CAN THE CAREER CENTER DO FOR ME?

Come learn about what the Career Center has to offer. From Career Planning to Job and Internship Search assistance, Drop-in and Career Counselor appointments, workshops and the Career Resource Room, the Career Center is a valuable resource for students.

Th	10/1	11-11:45a	Transfer Center
T	10/6	4-4:45p	Pentland Hills
M	10/26	11:15a-12p	HUB 260

JOB SEARCH SKILLS

The Job Search workshop will provide you with extensive resources and information on where and how to look for opportunities. Build your skills to obtain great results.

T	10/6	11a-12p	HUB 260
Th	11/19	3:45-4:30p	HUB 379

PRESENTATION SKILLS

A flawless presentation can often mean the difference between being remembered as a great candidate or not being remembered at all. Basic coverage of presenting yourself, your media, and your ideas in professional situations.

M	10/12	3:15-3:45p	Career Center
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BEGINNING RESUME WRITING*

Designed for students who do not have a resume or who wish to start from scratch. This interactive workshop will get you started and provide you with resources to "grow" your resume as you continue through school.

M	10/5	1:15-2p	Transfer Center
F	10/30	11:15a-12p	HUB 260
Th	11/19	1:30-2:15p	HUB 379
Th	11/19	3-3:45p	HUB 379

ADVANCED RESUME WRITING

This workshop is for students who have already attended the Beginning Resume Writing Skills workshop or who already have a resume. Workshop leaders will help you enhance your resume or prepare a technical resume for a specific career field. [Please do not attend this workshop unless you already have a resume!]

T	10/13	3:45-4:30p	HUB 379
M	11/2	2:15-3p	HUB 260

MAKING PROFESSIONAL CONNECTIONS

In this workshop, we'll help you recognize your existing professional connections, identify resources for building new connections, and teach you how to appropriately approach professionals for advice and guidance.

M	10/12	12:15-1p	HUB 379
T	10/20	4-4:45p	Pentland Hills
Th	11/5	2-2:45p	HUB 268

CONVERSATION SKILLS

In a recent survey, over 400 employers indicated that the ability to hold a professional conversation is what separates a star job candidate from the rest of the pack. In this workshop we'll share with you the secret to holding great conversations and provide you with ample opportunity to practice effective communication techniques.

W	10/7	2:15-3p	HUB 260
Th	11/19	4:30-5:30p	HUB 379

CAREER STATION

Peer Advisors will be at the Bell Tower to answer questions about resumes, website resources, upcoming programs and other Career Center services.

Every Wed. 11a-1p Commons Mall

CAREER MARATHON

Pressed for time, but need our workshops? Career Marathon offers you the opportunity to attend all of the resume, interview skills, and job search workshops back to back. Counselors will also be on staff to critique resumes and answer any questions.

Th	11/19	1:30p-5:30p	HUB 379
		1:30-2:15	Beginning Resume Writing
		2:15-3:00	Interview Skills
		3:00-3:45	Beginning Resume Writing
		3:45-4:30	Job Search Skills
		4:30-5:30	Conversation Skills

CAREER WEEK

A week of career related activities. Come join in on a week of back to back events to help jump start your future. Log on to careers.ucr.edu for a full schedule of events.

M-F 10/12 - 10/16 Various Locations

GRAD STUDENT WORKSHOPS

Workshops designed specifically for graduate students. Being A Successful Graduate Student Presentation Skills

T	11/17	1-1:30p	Career Center
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SPEND A QUARTER IN WASHINGTON, D.C. (UCDC)

UCR's Washington Center Academic Program combines course work, field research and internship experience during a quarter's residence in the nation's capital. To find out more attend an information session or visit: <http://www.ucdc.ucr.edu>

T	10/6	11a-12p	HUB 367
W	10/7	12-1p	HUB 379

PART-TIME JOB SEARCH / BEGINNING RESUME WRITING *

Attend two workshops in one! This interactive workshop will get you started and provide you with resources to "grow" your resume as you continue through school as well as learning strategies to search for a job.

M	10/19	11a-12p	HUB 260
T	11/10	1-2p	HUB 260

SAVE THE DATE

Meet The Firms
October 8, 2009

Career Expo
October 21, 2009

Grad & Prof Information Day
October 29, 2009

Law School Information Day
November 3, 2009

Engineering & Technical Career Fair
February 24, 2010

Teacher Job Fair
March 3, 2010

Career Night
April 14, 2010

Last Chance Job Fair
May 20, 2010

INTERVIEW SKILLS

Do you REALLY know what it takes to be a successful interviewee? If not, this workshop will take you on a journey to discover what you need to do in order to put your best foot forward towards getting that job. It will guide you from what to wear, how to act, provide you with sample questions, & ultimately prepare you to give an excellent interview!

Th	10/15	11:15a-12p	HUB 379
T	11/3	12:15-1p	HUB 260
Th	11/19	2:15-3p	HUB 379

YIKES! I'M GRADUATING!*

This workshop helps you work smart, not hard, on developing job search strategies to land a job before graduation! This is a hands on workshop so don't forget to bring your laptop! Seniors only.

W	10/14	11:15a-1p	HUB 379
Th	11/5	12-1:30p	HUB 260
M	11/16	2-3:30p	HUB 260

UCRIVERSIDE Career Center

Veitch Student Center, NW Wing
(951) UCR 3631
careers.ucr.edu

Hours:
M-F, 8am-5pm
Except Wednesdays, 9am-5pm
Drop-in hours:
M-Th, 11am-12pm & 1pm-4pm
F, 11am-12pm

Letters of Reference hours:
M,W,F: 1pm-4pm &
T, Th: 9:00am-12:00pm

FALL QUARTER 2009

CAREER CENTER CALENDAR

MEET THE FIRMS

Thursday, October 8
4:00 p.m. - 7:00 p.m.
Highlander Union Building
(HUB) 302

Large and small public accounting firms, private industry and government agencies will be present. Come land your first career position in the exciting field of accounting.

CAREER EXPO

Wednesday, October 21
10:00 a.m. - 2:00 p.m.
Rivera Library Walkway

All majors & levels welcome! Over 50 employers from business, gov't, & non-profit organizations will be on campus collecting resumes & conducting screening interviews for full-time & part-time positions and internships.

RSVP & submit your resume in advance to the career fair employers of your choice. For instructions and a list of attending employers, visit:

CAREER EXPO:
careers.ucr.edu

MEET THE FIRMS:
careers.ucr.edu

GRADUATE & PROFESSIONAL SCHOOL INFO DAY

Thursday, October 29
10:00 a.m. - 2:30 p.m.
Rivera Library Walkway

Representatives from numerous graduate schools & programs from across the nation will be present to discuss application and admissions procedures. Find out about tuition, financial aid, fellowships & more.

LAW SCHOOL INFORMATION DAY

Tuesday, November 3
10:00 a.m. - 2:30 p.m.
Rivera Library Walkway

Recruiters from approved American Bar Association (ABA) and Committee of Bar Examiners (CBE) accredited Law Schools will be on campus. Find out about tuition, financial aid, fellowships & more.

09-10 PEER ADVISORS

ANTONIO BARRIOS
3rd Year • Biology

KRISTINA LIEU
2nd Year •
Interdisciplinary Studies

MARVIN GAMEZ
2nd Year • Biological
Sciences

ALEJANDRA MONROY
4th Year • Sociology

ANDREW MARKIS
3rd Year • Public Policy

MELYSA OSUNA
2nd Year •
Pre-Business

JOSHUA GATHI
3rd Year • Economics

ENNIO VILLAFLORES-TANAKATSUBO
3rd Year • Biology

CONNECT

GET CONNECTED with the Career Center on all the latest social media sites including Facebook, Twitter, Zumeo and LinkedIn. Be in the know, keep up to date with the latest happenings and join our discussions with alumni, company and career professionals. You'll find new and different content on each network with regular updates to keep you informed and entertained. No spam, just the career info you want, when you want it.

Join our fan page: "UC Riverside Career Center"

Link in to our group: "UCR Career Center"

Receive updates @ careers.ucr.edu

Follow us: hireUCRgrads, UCRccEvents, UCRcareerAdvice

Watch Our Videos: "UCRCareerCenter"

Log in to our newest social media tool: <http://ucr.zumeo.com>



CAREER SUCCESS THROUGH VALUABLE INTERNSHIPS

Kristen Hicks, an undergraduate business major, knows how to get involved! She is developing strong networking and leadership skills which will serve her well in the transition from school to work. Communication and leadership are two of the critical areas employers and grad schools look at when evaluating prospective candidates. Kristen has actively been involved in the Residence Halls, Bear Facts and served as an ASUCR Senator. GEICO, one of UCR's Alliance Partners recently honored Kristen with a \$1,000 Achievement Award as part of the National Society of Collegiate Scholars. When asked what advice she would give to students she said, "Don't limit yourself, go for it! Challenge yourself! Growth occurs when you leave your comfort zone. UCR has lots of resources to offer. Utilize the Career Center, the Learning Center and get involved with Student Life". After graduation Kristen plans to enter graduate school.

GRAD SCHOOL

GRE SEMINAR
(fee required - register at Learning Center)

PRE-TEST: Oct 10 • 9am - 12pm
WORKSHOPS: Oct 13 - Nov 19
Every Tuesday & Thursday • 5 - 6:30pm

LSAT SEMINAR
(fee required - register at Learning Center)

PRE-TEST: Oct 10 • 1pm - 4pm
WORKSHOPS: Oct 12 - Nov 18
Every Monday & Wednesday • 5 - 6:30pm

LAW SCHOOL FORUM | Oct 14 • 2pm - 4pm • HUB 355

EVERYTHING ABOUT HOW TO GET INTO GRAD SCHOOL | Oct. 28 • 2:30pm - 4pm HUB 260

OPT-IN RESUME BOOK

Opt-in Resume Books, a feature in SCOTLink, gives active job seekers an added advantage in their job search by circulating resumes to potential employers. The Opt-In Resume Books focus on eight broad career fields in Arts, Business, Education, Engineering & Tech, Humanities, and Life, Physical and Social Sciences for internship and full-time employment. Participating is as easy as clicking a button to designate your preferred resume. Opt-in resume book does not replace OCI or Career Fair rsvp's, but enhances them. More information available at careers.ucr.edu, search opt-in.

THANK YOU TO OUR ALLIANCE PARTNERS

• EDSI • ENTERPRISE RENT-A-CAR • FEDERATED INSURANCE • GEICO • INLAND EMPIRE UTILITIES AGENCY • SOREN McADAM CHRISTENSON • TARGET •

The UCR Career Center acknowledges and thanks our 2009-10 Alliance Partners for their financial contributions which help the Career Center to provide premier career services to UCR students. Alliance Partner companies join with the Career Center in providing professional assistance to UCR students in the areas of career development, career employment and internship opportunities. Through their generosity the Career Center is able to also provide special programming such as: peer advising, virtual workshops, podcasts and other on-line resources.

*BYOL: Bring Your Own Laptop

CALENDAR OF EVENTS

For program updates, go to careers.ucr.edu. Students are welcome to attend any programs regardless of major. Don't forget to RSVP at careers.ucr.edu!

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WEEK 0	SEPT QUARTER BEGINS 21 Work-Study Orientation 3p-4p, CHASS INTN 1020	22 Work-Study Orientation 2p-3p, CHASS INTN 1020	23 Work-Study Orientation 2p-3p, CHASS INTN 1020	INSTRUCTION BEGINS 24	25
WEEK 1	28 Preparing To Apply For Grad School 1p - 2p, Surge 113	29 Preparing To Apply For Grad School 3p - 4p, Surge 108	30 Career Station 11a-1p, Commons Mall Writing As A Key To Success In Graduate School 1p - 2p, Surge 113	OCTOBER 1 What Can The Career Center Do For Me? 11a - 11:45a, Transfer Center Advanced Resume Writing For Tech Majors 2p - 2:45p, Costo Lower 1 Writing As A Key To Success In Graduate School 3p - 4p, Surge 108	2 BYOL* BRING YOUR OWN LAPTOP*
WEEK 2	5 Getting Ready For Graduate Exams 1p-2p, Surge 113 Beginning Resume Writing* 1:15p-2p, Transfer Center	6 Info Table: Peace Corps 10a - 2p, Commons Mall Job Search Skills 11a-12p, HUB 260 What Can The Career Center Do For Me? 4p - 4:45p, Pentland Hills Bearcave Information Session: US Marshals 2p - 3p, HUB 260	7 Career Station 11a - 1p, Commons Mall Internship Prep & Search 11a - 12p, HUB 260 Applying To Graduate School 1p - 2p, Surge 113 Conversation Skills 2:15p-3p, HUB 260 Information Session: FBI 4p-5p, HUB 268 & 6p-7p, Bourns 125	8 Work-Study Orientation 12p -1p, HUB 260 Information Session: Dept Of State 12p -1p, HUB 379 Information Session: CIA 4p -5p, HUB 367 MEET THE FIRMS: ACCOUNTING JOB FAIR 4P-7P, HUB 302	9
CAREER WEEK	12	13	14	15	16
WEEK 3	Making Professional Connections, Feat: Genentech 12:15p -1p, HUB 379 Presentation Skills 3:15p -3:45p, Career Center	Career Station 11a - 1p, Commons Mall Advanced Resume Writing, Feat: Target 3:45p - 4:30p, HUB 379 Prepare For Next Week's Job Fair 5p - 6:30p, HUB 379	Career Station 11a - 1p, Commons Mall Yikes! I'm Graduating!* 11:15a -12:45pm, HUB 379 Law School Forum 2p - 4p, HUB 355	Career Station 11a - 1p, Commons Mall Interview Skills, Feat: County Of Riverside 11:15a - 12p, HUB 379 Being A Successful Graduate Student (grad students only) 2p - 3p, HUB 260 Panel of Employers Hiring Interns 2:45p - 4p, HUB 379	Work-Study Mini Job Fair 11:30a -1p, HUB 302 Social Media 101 12:15p - 1p, HUB 379
WEEK 4	19 Beginning Resume/Part-Time Job Search* 11a -12p, HUB 260 Resumania 1p - 4p, Career Center Job Search For Eng & Tech Majors 5p - 6p, Bourns A171	20 Resumania Feat: EDSI 1p - 4p, Career Center Making Professional Connections 4p - 4:45p, Pentland Hills Bearcave	21 Career Station 11a -1p, Commons Mall CAREER EXPO: DIVERSITY JOB FAIR 10A-2P, RIVERA LIBRARY WALKWAY	22 Major Choice 2p -3p, HUB 260 Information Session: Peace Corps 3:30p - 5p, HUB 268 Information Session: Disney 12p-2p, HUB 367 & 4p-6p, HUB 367 Coffee Chat: Exel 2p - 4p, Olmsted 2340	23
WEEK 5	26 What Can The Career Center Do For Me? (FYSS) 11:15a -12p, HUB 260 Careers In History 12p -1:20p, HMNSS 1500	27 Spotlighting Careers in Media and Entertainment 1p -2:30p, HUB 260 Panel of Student Interns 2p -3:30p, HUB 268 Interviewing for Medical, Dental, Pharmacy School TBD, Pierce Hall 1305	28 Career Station 11a - 1p, Commons Mall Everything About How To Get Into Grad School 2:30p - 4p, HUB 260 From Graduation to Corporation: Presented by Andy Teach 5p - 6p, HUB 269	29 GRADUATE & PROFESSIONAL SCHOOL INFORMATION DAY 10A-2:30P RIVERA LIBRARY WALKWAY	30 Beginning Resume Writing 11:15a - 12p, HUB 260
WEEK 6	NOVEMBER 2 Work-Study Orientation 1p - 2p, HUB 260 Advanced Resume Writing 2:15p - 3p, HUB 260	3 LAW SCHOOL INFORMATION DAY 10A-2:30P RIVERA LIBRARY WALKWAY Interview Skills For Accounting Students, Feat: KPMG 12:15p - 1p, HUB 260 Careers With The Dept. of State, FBI, & CIA 4p - 5:15p, Tweed & Tartan Rooms	4 Career Station 11a -1p, Commons Mall	5 Yikes! I'm Graduating! * 12p -1:30p, HUB 260 Making Professional Connections, Feat: Northwestern Mutual Financial Network 2p - 2:45p, HUB 268	6 Federal Government Panel & Mini-Fair 1p - 2:30p, HUB 302S
WEEK 7	9 Careers In The Insurance Industry 5:30p - 7p, HUB 355	10 Beginning Resume/Part-Time Job Search* (FYSS) 1p -2p, HUB 260 Info Table: Peace Corps 10a - 2p, Commons Mall	11 VETERAN'S DAY HOLIDAY	12 Internship Prep & Search 3p - 4p, HUB 260	13
WEEK 8	16 Yikes! I'm Graduating!* 2p - 3:30p, HUB 260	17 Presentation Skills (grad students only) 1p - 1:30p, Career Center	18 Career Station 11a -1p, Commons Mall Green Careers & Industries 2p - 3:15p, HUB 260	19 CAREER MARATHON 1:30p-5:30p HUB 379 	20
WEEK 9	23	24	25	26 THANKSGIVING HOLIDAY	27 THANKSGIVING HOLIDAY
WEEK 10	30 DEC	1	2 Academic Job Search (grad students only) 10a - 11a, HUB 260	3	4 INSTRUCTION ENDS