OVERVIEW OF CAREER CENTER SERVICES: FACULTY EDITION

As a faculty member, you are often the first point of contact for students navigating their professional futures. The UCR Career Center serves as your partner in this mission, providing a comprehensive developmental model that supports students throughout their academic journey here at UCR.

Here is a brief guide to our services, designed to help you integrate career readiness into your mentorship and curriculum.

WHAT WE DO

Tailored Career Planning & Job Search Support

One-on-one Appointments
Peer-to-Peer Advising
Resume/Cover Letter Writing Studio
Career Assessment Tools
Grad/Professional School Advising

Connecting Students to Industry

Career Fairs
Graduate/Professional School Fairs
Handshake Portal
Employer Info Sessions & Site Visit
On-Campus Interview Program
Photobooth for Headshots
Career Outcomes Data

Career Readiness & Skill Building

Mock Interview Practice
Skill-Building Workshops
Classroom Presentations
R'Professional Closet
Website Resources/Online Learning Platforms
Academia to Industry transition for Grad Students

Support for Diverse Student Populations

Specialized Career Development Programs
Liaise with various departments
College-Specialized Career Advising
Specialized Graduate Student Career Support

ONLINE RESOURCES

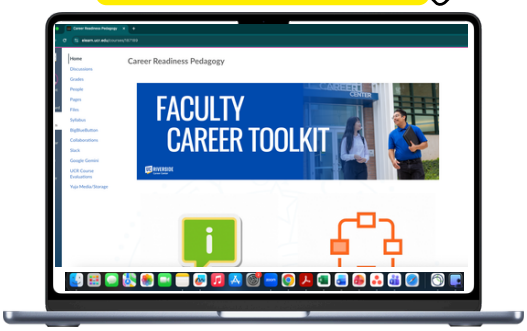
Career Center Faculty Page

Online Platforms & Resources

Handouts & Workshop Slides

Speaker Requests for Classes

FACULTY CAREER TOOLKIT



CONTINUED ON THE BACK

OVERVIEW OF CAREER CENTER SERVICES (CONT.)

QUICK REFERRAL INFO FOR YOUR STUDENTS

We are located in the Career Center Plaza. Our entrance is across from the University Lecture Hall and the Skye Hall, behind the UCR Campus Store.

OFFICE HOURS

Monday–Friday
8 a.m.–5 p.m.

APPOINTMENTS with Career Specialists (Virtual or In-person):
Directly on **Handshake**; Call **951-827-3631** or visit our office to schedule

DROP-IN ADVISING w/ Peer Advisors
https://careers.ucr.edu/about-us/make-an-appointment#Drop-in

General Questions:
careerpartners@ucr.edu

Internship Questions:
careerinternships@ucr.edu

Work Study/Student Employment:
careercenter@ucr.edu

Elizabeth Montgomery, Associate Director- S&CET
elizabeth.montgomery@ucr.edu

Dr. Cheryl Love
cheryl.love@ucr.edu
Career Specialist, CHASS
Arts, Humanities, Pub Policy & SOE

Casie Vu
casie.vu@ucr.edu
Career Specialist, CHASS
Social Sciences

Dr. Guadalupe Saldivar
guadalupe.saldivar@ucr.edu
Career Specialist, Business
Econ, Business Admin & Pre-Business

Karina Augustus
karina.augustus@ucr.edu
Career Specialist, CNAS

Dr. Xin Fan
xin.fan@ucr.edu
Career Specialist, BCOE

Dr. Vanessa Lee
vanessa.lee@ucr.edu
Career Specialist, Graduate Students

FREQUENTLY ASKED QUESTIONS

Does the Career Center find jobs for my students?

- Not a placement agency: We do not directly place students in jobs.
- Empowerment through education: We provide resources and developmental education to help students acquire the skills necessary to secure their own career paths.
- Lifelong skills: Our goal is to teach essential marketplace skills that will serve them long after they graduate.

When is the best time for me to refer a student to the Career Center?

- Encourage early engagement: We recommend students begin using our services during their 1st year on campus.
- Developmental approach: Because we operate on a developmental model, we provide a full range of services for students from their first year through graduate school.
- Skill-building: Attending workshops and events early helps students begin to develop a career focus.

What kind of employer access do you provide?

- All Majors: We bring a great variety of employers to campus in-person and virtually each year.
- In Your Classroom: We invite industry partners and alumni to come to your classroom to speak about career paths with your students.
- UCR Handshake: This is the exclusive database where students can search for jobs, internships, and work-study opportunities.

Can a Career Center staff member guest-lecture or present a workshop in my class?

- Career Center staff and peer advisors are available to deliver career presentations to campus groups, classes, and student organizations. Submit your request at least one month before the desired program date. We require participation of at least 15 students.
- Request a Career Center program, please click **HERE**.

How do career assessments actually help my students?

- Inform, not dictate: Assessments help individuals inform their decisions, but they do not measure education, skill, or aptitude.
- Collaboration is key: We advise students to use these results in collaboration with workshops, counseling, and advice from faculty, friends/family and mentors.

Do you have career-related assignments I can include in my syllabus?

- Yes, we have resources that you can customize for your students. Most commonly, faculty members assign resume or cover letter writing as a homework assignment. Please visit our Faculty Career Toolkit (https://elearn.ucr.edu/enroll/WKWEGJ) on Canvas or set up a consultation meeting with our career specialists.

This information is accurate and reliable as of the date of publication, but may change without notice. Please contact the Career Center for the most up-to-date information. (02/2026)