OVERVIEW OF CAREER CENTER SERVICES: STAFF EDITION

You are a key influencer in how students transition from the classroom to the workforce. The UCR Career Center serves as your resource hub, providing a developmental model that aligns with your commitment to student retention and post-graduation outcomes.

Use this guide to discover how our services can enhance your mentorship and support your department's goals.

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 Staff/Faculty Page

Online Platforms & Resources

Handouts & Workshop Slides

Speaker Requests for Classes

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:
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Work Study/Student Employment:
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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 the Classroom: We invite industry partners and alumni to come to classrooms 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 present a workshop for my students?

- 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.

How can the Career Center support me as a staff member?

- We partner with you to guide students through major exploration, decision-making, and post-graduation planning. Career specialists provide in-depth support on resumes, internships, job search, and career planning. You're welcome to refer students to the Career Center for career-related concerns beyond academic advising.

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)