



FACULTY MENU OF SERVICES

Complement your course's professional development goals by engaging with what The University of Texas at El Paso Career Center has to offer. Our staff can provide engaging in-class and virtual career readiness resources.

OUR SERVICES

- ✔ **Resume review:** Assign your students to reach out to the University Career Center to have their resumes reviewed. We offer in-person and virtual sessions.
- ✔ **Career fairs:** Connect majors to career opportunities; require your students to attend career/job fairs so they can engage with employers and professional schools.
- ✔ **Professional or internship panels:** Host discussions as part of class to help your students build social capital. We can connect you with former interns.
- ✔ **Mock interviews:** Encourage students to practice their communication skills by participating in a mock interview.
- ✔ **Employer information sessions:** Assign your student to attend an employer-led session, where students can gain professional tips while learning about employment opportunities.

BE A CAREER CHAMPION



Empower your students to find their purpose, and identify and reach their career goals. Help Miners solidify future plans or gain employment by preparing them for a professional life.

2022-2023 CAREER EXPLORATION DATES

Work @ UTEP Job Fair

Wednesday, Aug. 31 | Thursday, Sept. 1

Career Week

Monday-Friday, Sept. 12-16

Career Expo

Thursday-Friday, Sept. 22-23

Graduate and Professional Schools Week

Monday-Friday, Sept. 26-30

Career Center Open House

Wednesday, Oct. 26

Business and Liberal Arts Career Fair

Thursday, Feb. 2

Engineering and Science Job Expo

Friday, Feb. 3

Dinner Etiquette

Thursday, March 9

Internship and Part-time Job Fair

Thursday, March 30

CAREER CENTER LIAISONS

We have dedicated staff ready to meet one-on-one with your students. We understand that each academic major is unique, so we have assigned staff for each college:

College of Business Administration: Pending Appointment-
Contact cobacareers@utep.edu

College of Education: Craig Thompson

College of Engineering: Sandra Najera

College of Liberal Arts: Moisés Buenfil

College of Health Sciences: Claudia P. Dominguez

College of Science: Craig Thompson

School of Nursing and School of Pharmacy:
Claudia P. Dominguez

REQUEST CLASS WORKSHOPS

If you are anticipating being out of town for a conference or off-site work event (even if online), don't cancel your class. Instead, invite the University Career Center to be your guest speaker for the day. We will provide a 45- to 60- minute career-readiness workshop while you are away.

If you would like us to speak to your class, email Claudia P. Dominguez at cpdominguez@utep.edu with the following:

- Date and time of your presentation
- Selected workshop title
- Class meeting location/room number
- Number of students in your class

Workshops include:

- Crafting an effective resume
- Finding an internship
- Mastering the interview
- Preparing for graduate school

For a full list of available workshops, visit:

utep.edu/careers/workshops



One week's advance notice will give us the best opportunity to meet your request.

INTERNSHIPS



Students who complete an internship are 85% more likely to have a job after graduation.

Encourage students to participate in internship or co-op experiences that offer the opportunity to gain valuable employment skills. The University Career Center's Internship Program helps Miners find and apply for internships. Refer your students to our team by emailing us at internships@utep.edu or by visiting utep.edu/careersinternships.

"This experience helped me prepare for my academic work and future career by providing essential skills, such as communication, data analysis, and problem-solving."

-Eric L., Holcim Construction Company

QUESTIONS FOR STUDENT REFLECTION AND DISCUSSION

- What do you hope to do with your degree?
- How does your degree connect to other careers or professions?
- Have you visited the University Career Center?
- Are you considering undertaking an internship, research work, or volunteering to learn about your career choices?
- Will you need to attend graduate school to reach your career goals?

Employers contacting you to hire students?

Refer them to the University Career Center at 915-747-5640 or careers@utep.edu.

Let us know how we can partner with you and start the conversation!

Betsy Castro | Director of the University Career Center
bcastro@utep.edu