

CAREER CENTER FACULTY MENU OF SERVICES:

Easy Ways To Embed Professional Development Into Your Course

The University Career Center offers many workshops and programs that can complement your course's professional development goals. Our staff can provide engaging in-class career-readiness workshops on the topics below:

- Crafting an Effective Résumé & Cover Letter
- Mastering the Interview
- How the Career Center Can Help Students
- How to Navigate a Career Fair
- Working for the Federal Government
- Preparing for Graduate School
- Developing a Curriculum Vitae (CV)
- Finding an Internship
- Building a Teacher Portfolio
- Transitioning from Classroom to Workforce
- Negotiating a Job Offer
- Pathways to Excel: Education, Experience, Community Involvement, Eye to the Future, and Leadership
- Establishing Your LinkedIn Profile

Select workshop(s) and email Claudia P. Dominguez at cpdominguez@utep.edu with the following:

Date and time of your presentation request

Class Meeting location/room number

Selected workshop title (from above)

Number of students in your class

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

To learn more about workshops, visit www.utep.edu/student-affairs/careers/faculty-advisors/faculty-guide.html

ADDITIONAL SERVICES

- **Résumé Reviews** – Require your students to visit the Career Center to have their résumés reviewed.
- **Career Fairs** – Connect majors to career opportunities; require your students to attend any one of the career/job fairs so they can engage with employers and professional schools.
- **Professional or Internship Panels** – Host professional or internship panels as part of your class.
- **Mock Interviews** – Encourage students to practice their communication skills by participating in a mock interview.

QUESTIONS FOR STUDENT REFLECTION AND DISCUSSION

- What do you hope to do with your degree?
- How does your degree connect to careers or professions?
- How are you preparing now to reach your career goals?

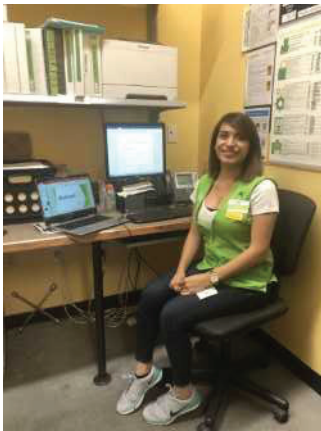
CAREER EXPLORATION DATES

- Business & Liberal Arts Career Fair
Thursday, Feb. 7, 2019
- Engineering & Science Job EXPO
Friday, Feb. 8, 2019
- Dinner Etiquette
Thursday, Mar. 7, 2019
- Internship & Part-time Job Fair
Wednesday, Mar. 27, 2019
- Career EXPO
Thursday and Friday, Sep. 19-20, 2019
- Graduate & Professional Schools Fair
Wednesday, Oct. 2, 2019



INTERNSHIPS

Encourage students interested in an internship to connect with one of our Internship Coordinators. Internships provide students with an opportunity to apply classroom learning to real-life experiences. In addition, internships provide students with an opportunity to develop their professional networks and hone their marketable skills.



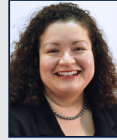
ON CAMPUS STUDENT EMPLOYMENT

Part-time jobs are a great way for students to earn money, gain experience, develop work-related skills, and network within a student-friendly environment. Job Mine connects students to part-time jobs and internship positions both on and off campus.

CAREER CENTER COLLEGE/ SCHOOL LIAISONS



COLLEGE OF LIBERAL ARTS
Moisés Buenfil
mbuenfil@utep.edu



COLLEGE OF HEALTH SCIENCES,
SCHOOL OF NURSING,
SCHOOL OF PHARMACY
Claudia P. Dominguez
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COLLEGE OF ENGINEERING
Angela Hinojosa
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COLLEGE OF
BUSINESS ADMINISTRATION
Pamela Prieto
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COLLEGE OF EDUCATION
Craig Thompson
cthompson@utep.edu



COLLEGE OF SCIENCE
Nick Zweig
nzweig@utep.edu

Call or email to schedule an appointment.

Employers contacting you to hire students?

Refer them to the UTEP Career Center at
915-747-5640 or **recruit@utep.edu**

DIRECTOR | Betsy Castro | bcastro@utep.edu

EMPLOYERS ON CAMPUS

View employers recruiting on campus, visit our website or follow us on social media.



@UTEPcareers

