

SKILLS EMPLOYERS MOST VALUE



Every year the National Association of Colleges and Employers (NACE) conducts a survey of employers nationwide to ascertain the skills that they value most in candidates for employment. Recently the following eight were at the top (NACE COMPETENCIES):

- 1. Career & Self-Development
- 2. Communication
- 3. Critical Thinking
- 4. Equity & Inclusion
- 5. Leadership
- 6. Professionalism
- 7. Teamwork
- 8. Technology



CAREER ADVISING

Knowledgeable and dedicated staff are available to assist students with the job search and career planning process.



IN PARTNERSHIP WITH:



and many more...

Professional Staff Members

Our staff of full-time, degreed employees has expertise in career development. Each is assigned a college with which they have built a specialized knowledge base pertaining to careers in those majors. They are available to advise students within their colleges.



Union Building West, Rm 103
 915-747-5640
utep.edu/careers
careers@utep.edu
[@utepcareers](https://www.instagram.com/utepcareers)



PARENT'S GUIDE UNIVERSITY CAREER CENTER

A PARTNERSHIP FOR STUDENT SUCCESS



OVERVIEW OF SERVICES

Part-time Jobs

Something else we know is that students have much to gain from working part-time while going to school, besides an hourly wage. They learn or refine skills like time management, goal setting, teamwork, interpersonal communication, professional demeanor and other essential marketable skills. So, where can students find a job? The Career Center manages an online employment database called **Handshake** where your student can start viewing, considering, and applying to positions on and off-campus.

Handshake

Handshake is a great place to search for employment opportunities – on- and off-campus jobs, internships and professional employment – and career events like job fairs. **Handshake** is an online database dedicated to UTEP students, and it can be viewed at utep.edu/careers or at my.utep.edu.

On-Campus Opportunities

The University employs over 2,000 students, in jobs of all types. Students serve as office assistants, residence life advisors, research assistants, library aides, or peer advisors, just to name a few. The opportunities are many, and often create valuable connections outside of the classroom. Encourage your student to activate their Handshake account so they can start applying to positions.

Jobs in the Community

El Paso employers, both large and small, are eager to hire UTEP students to work in their organizations/companies. Encourage your student to activate their **Handshake** account so they can start applying to these positions.

Career Fairs

Over 500 employers participate in our career fairs each year. Some employers reside in the El Paso area, while others travel from other parts of the country to visit with our students to discuss employment opportunities. This is a great place to find a job, and a wonderful opportunity to gather valuable information from employers about the jobs they have available, the qualities they seek in candidates, and the things students should be doing on campus to prepare themselves for the world of work. Career Fairs are also ideal for students who have not yet decided on an academic major; students can conduct informational interviews with the many employers attending the fair.

Career Closet

Students have access to free professional business attire through UTEP's Career Closet. Dressing professionally for interviews, career fairs, or networking events elevates what students can offer a potential employer.

Professional Development Sessions

We offer a number of professional development workshops on topics including résumé writing, interviewing, navigating a career fair, negotiating a job offer, and applying for graduate school. A number of these sessions are led by employers. The University offers online career resources to increase student career development.

INTERNSHIP PROGRAM

Through internships, students have the opportunity to gain hands-on experience through real-world applications in their field of study. Options include internships (paid or unpaid), practicum, service learning, volunteerism, fellowships or cooperative education.

Benefits of Participation:

- Experience makes the student more marketable when searching for professional employment.
- Students gain real life experience in their fields of study, enabling them to “test-drive” a future career.
- The experience often leads to a professional job offer upon graduation.
- Many students with an internship are offered a higher starting salary.
- Participants are enrolled in a non-credit internship/co-op class, which is free of charge, yet allows students to maintain their student status with the University while they are on an internship, even if taking no other classes.

We are excited that you and your child are interested in what the UTEP Career Center has to offer. Some students believe that the time to contact the University Career Center is at the beginning of their senior year or after graduation. The time to begin preparing for a future career is NOW! We cannot emphasize enough the importance of starting early with the career planning process and internship search.

This Is What We Know:

YOU are our greatest ally. You can encourage your student to take that first step and visit the Career Center.

- Students who are involved in activities outside of the classroom and take advantage of on-campus services available to them are more likely to succeed academically and graduate from college.
- Students who use the Career Center are more likely to secure a job when they graduate and to be satisfied with that job.

Parents and family members can be a very positive influence on students and what they choose to do while in college. Help your student become a great professional who makes an impact in the world.

This is what students are saying:

“My internship was instrumental in solidifying my desire to pursue a master’s degree in public relations. Beyond the professional skills gained, this experience has opened doors to incredible networking opportunities within the El Paso, UTEP, and Juarez communities.” - Fernanda P. '24

“My internship let me explore different areas of my major. And even more valuable were the great people I met and the connections I made. It has given me a clear idea of my desired career path. Being able to see the real-world aspects of what I study has motivated me even more to succeed and excel in my classes at UTEP.” - Dominik P. '25

Every student should acquire some form of experiential learning before graduating!