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](http://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.

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**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  
  cpdominguez@utep.edu

- **COLLEGE OF ENGINEERING**  
  Angela Hinojosa  
  aphinojosa@utep.edu

- **COLLEGE OF BUSINESS ADMINISTRATION**  
  Pamela Prieto  
  pprieto@utep.edu

- **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:

- **EMPLOYER RELATIONS COORDINATOR**  
  Christina (Tina) Ortiz  
  ciortiz2@utep.edu

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**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.

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**EMPLOYERS ON CAMPUS**

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

@UTEPCareers