A Partnership for Student Success

PARENT’S GUIDE
THE UNIVERSITY CAREER CENTER

A knowledgeable and dedicated staff is available to assist students with the job search and career planning process.

CAREER ADVISING

Students can access the Career Closet for professional business attire. Students should dress professionally for interviews, career fairs, or professional networking events.*

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

1. Verbal Communication
2. Teamwork
3. Problem-Solving Skills
4. Plan, Organize, and Prioritize Work
5. Obtain and Process Information

6. Analytical/Quantitative Skills
7. Professionalism/Work Ethic
8. Digital Technology
9. Written Communication Skills
10. Leadership

*Service is available to UTEP students only. Items must be returned dry-cleaned.

Professional Staff Members
These degreed, full-time employees have 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.

CAREER CLOSET

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Union Building West, Room 103
915-747-5640
www.utep.edu/careers
careers@utep.edu

@UTEPCareers
Part-time Jobs
Something else that 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 has an online employment database called Job Mine, where your student can start viewing, considering, and applying to positions.

Job MinE
A great place to search for various employment opportunities (on and off-campus jobs, internships, and professional employment) and career events (like job fairs) is in Job MinE. It’s an online database dedicated to UTEP students, and it can be accessed at www.utep.edu/careers.

Jobs In The Community
El Paso employers, both large and small, are eager to hire UTEP students to work in their organization/companies. Many of these positions are listed in Job MinE.

On-campus Opportunities
The University employs over 2,000 students at any point in time, 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.

Career Fairs
Large gatherings of employers are coordinated by the Career Center throughout the year. Some employers reside in the El Paso area, while others travel from other parts of the country to visit with our students “up close and personal” 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.

Peer Career Advisors (PCAs)
Students are employed by the Career Center to provide career exploration and career advising assistance to their fellow students on a peer-to-peer level. They are trained to present on a variety of career development topics, to assist with student outreach, and to promote the importance of early and continuous career planning and preparation. PCAs are assigned to work with their specific college and are available to meet with students in the Career Center or within the college. Students are also encouraged to schedule a one-on-one appointment with our professional staff/College Liaison to further explore career options.

Interviews
Whether for internships or professional employment, many employers conduct interviews on campus. The Career Center provides facilities for these face-to-face encounters. Facilities for online interviews are also available to students. We invite you to view our calendar to see employers recruiting on campus at www.utep.edu/careers.

Workshops
Students may be advised individually or in a group setting. Workshops and class presentations are offered by professional and student employees on a variety of topics, including résumé writing, interviewing, navigating a career fair, negotiating a job offer, and applying for graduate school; just to name a few.

Internship Program
Through Internships students have the opportunity for pre-professional experience, which comes in many forms: internship (paid or unpaid), practicum, service learning, volunteerism, fellowships, or cooperative education (320+ hours paid AND major-related). The objective is to develop hands-on, professionally-related skills that can complement classroom learning.

Benefits of participation include the following:

• Experience makes the student more marketable when searching for professional employment, giving them a better chance of employment by graduation day.

• 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.

• Enrolment can play an important role when returning to campus, maintaining one’s financial aid and scholarship eligibility in many cases.

• Enrolment also can help with private health insurance, since participants are still considered to be full-time students.

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