Faculty Quick Reference Guide to Career Services

CAREER COUNSELING
• Assigned career counselors – Deb Jones (students last names A-F), Mindy Wilson (last names G-M); Joy Asher (last names N-Z)
• Self-Assessment – includes the Myers-Briggs Personality Type Indicator (MBTI), Strong Interest Inventory, StrengthsFinder, and Focus II
• Help with choosing a major and researching potential careers

INTERNSHIPS
• Academic Internships – Career Services handles the coordination of all academic credit internships
• Internship Funding – three competitive funding programs: Centre Internship Plus, Parents Committee Internship Fund, and Centre Education Fellows. Awards range $750-$2000 for CentreTerm and $2000-$5000 for summer (before taxes).
• Summer internships – we also help students locate non-credit/summer internships. Resources to help with this include summer internships.

JOB SEARCH & GRADUATE SCHOOL ASSISTANCE COUNSELING
• Resume, cover letter, and graduate school personal statement writing
• Mock interviews
• Job listings – on CentreWorks and our website.
• Job Search booklet (information on networking, resume writing, interviewing, job searching, and more)
• Alumni lists

TARGETED CAREER EVENTS:
• Extended Orientation – introduce freshman to our office and services, register them for Centre Futures
• Sophomore Survival – presentations on choosing a major, resume writing, and interviewing
• What Next? Job Search and Grad School Planning for Juniors
• Senior Celebration – advice from recent alumni on “what I wish someone had told me my Senior year”

SPECIAL EVENTS:
• Etiquette Dinner
• Law School Fair
• “So, You Think You Want to Go to Grad School?”

DIRECT CONNECTION WITH EMPLOYERS
• On-campus interviews
• Information session and tables
• Spotlight Career Fair – annual job, internship and graduate school fair held at the end of February with the other 20 AIKCU schools and Hanover College in Indiana

WEB SITE
Exhaustive amount of resources, divided into 10 sections: CentreWorks, Major and Career Planning, Centre Internships, Internship Funding, Summer Jobs & Internships, Job Search & Samples, Graduate School, Career Library, Centre Futures, and About Us.

CAREER LIBRARY
Over 400 books for student check-out covering major and career information, resume and cover letter writing, internship listings, graduate school listings and advice, and more.

Don’t forget our resource page just for faculty:
https://www.centre.edu/after-centre/career-planning/faculty-resources/