OUR MISSION
We educate & empower students & alumni to engage in MEANINGFUL LIFELONG CAREER DEVELOPMENT

WHAT WE DO
We are here to provide meaningful programming to support your students in reaching their career goals. No matter where a student is in the career development process, we can encourage and help them develop the skills needed to find success in their desired industry. We offer many free services to students through individual appointments, events, and workshops covering topics such as:

- Major/Career Exploration
- Career Assessments
- Resume and Document Reviews
- Job/Internship Search Assistance
- Preparing for Graduate/Professional School
- Mock Interviews

COLLABORATION
By collaborating, we can assist you with making connections between the lessons taught in your class and the students’ career development goals. Here are some of the ways we can work with you:

PRESENTATION REQUESTS
Interested in bringing in a guest speaker? We can meet with your class to discuss topics such as potential job opportunities in their fields of interest, tips and tricks to the interview, or how to market experiences to employers. To view our complete list of presentations and submit a request, visit careers.uco.edu/faculty-staff and select “Presentation Request.”

ASSIGNMENT DESIGN
Want to incorporate career topics into the classroom? Let us help you design an assignment that would be appropriate for your specific students and class or view our “Faculty Toolkit” for ideas.

EMPLOYER CONNECTIONS
Would you like to get your students connected to local employers? Our employer relations team can request employers to visit a class, sponsor a project, or create networking opportunities for your students.
ONLINE RESOURCES

handshake

Handshake is our job and internship database that includes part-time, internship and full-time positions. New positions are posted daily. Visit uco.joinhandshake.com.

Features:
- Search for jobs & internships
- View upcoming career fairs
- Sign up for on-campus interviews
- Research employers

WHAT CAN I DO WITH THIS MAJOR?
A resource demonstrating common career areas, typical employers, and strategies designed to maximize career opportunities.

FOCUS 2 ASSESSMENT
Students can explore career and major options based on results from the five provided assessments: Work Interests, Leisure Interests, Personality, Values, Skills.

big interview
Online tool that allows students to practice their interview skills wherever they are. Great for assignments!

RESUME REVIEW
Students can submit their resumes for a review by one of our trained career development specialists.

To submit a resume for review online:
1. Go to careers.uco.edu
2. Use the quicklink on the right hand side of the page that says “Resume Review”
3. Fill out the form and upload your document
4. Once the form is submitted, it will be reviewed within 1-2 business days and you will receive an email with recommendations

UPCOMING EVENTS

VOLUNTEER & PART-TIME JOB FAIR
AUG 20, BRONCHO LAKE
9:00 AM-1:00 PM

ACCOUNTING CAREER FAIR
SEP 5, NUC BALLROOM A
2:00 PM-4:00 PM

SUIT UP
SEP 8 | 6:30 PM-9:30 PM
JCPENNEY @ QUAIL SPRINGS MALL

EMPLOYER RESUME CRITIQUES
SEP 24, NUC 338
3:00 PM-5:00 PM

FALL CAREER & INTERNSHIP FAIR
SEP 25, NUC BALLROOMS
12:00 PM-3:30 PM

MAJOR QUEST
OCT 9, NUC BALLROOMS
11:00 AM-1:00 PM

EDUCATION ROUNDTABLE
OCT 22, NUC BALLROOMS
9:30 AM-11:30 AM

EMPLOYER RESUME CRITIQUES
FEB 4, NUC 338
3:00 PM-5:00 PM

SPRING CAREER & INTERNSHIP FAIR
FEB 5, NUC BALLROOMS
12:00 PM-3:30 PM

HEALTH & LIFE SCIENCES CAREER FAIR
FEB 25, NUC BALLROOMS
10:00 AM-1:00 PM

CAREER DEVELOPMENT TEAM

Crystal Davis-Cook
Assistant Director
Education, Public & Human Services, Industrial Safety

Lacey Taylor
Career Development Specialist
STEM/ Health

Bryant Stone
Career Development Specialist
Arts, Communications, Entertainment & Business