

## NMHU Career Services Center

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The Career Services Center supports the mission and goals of the University by assisting students and graduates to explore and pursue meaningful internship experiences and careers related to their academic studies. Additionally, the Center fosters positive relationships with the campus community and employers to promote student and career success. A variety of free career services are offered through individual counseling sessions, group sessions, and online resources at [www.nmhu.edu/careerservices](http://www.nmhu.edu/careerservices).

### Online Job Postings for Internships and Career Opportunities

Students and alumni are encouraged to regularly view our job posting webpage updated daily with over 600 internships and career opportunities. Additionally, students have free access to *GoingGlobal*, a worldwide job database, with over 16 million jobs and internships posted daily. All students, including freshmen, are strongly encouraged to begin applying in the fall semester for summer paid internships. Internships offer a great way to gain work experience related to your field of study and get paid for it. These opportunities are with numerous corporations, government and non-profit agencies located throughout the country.

### Class presentations and workshops

Over 100 class presentations and workshops are conducted every year on career and job search topics such as resume writing, interviewing strategies, “what can I do with a major in...?”, transferrable skills from classroom to the workplace, labor market trends, and career fair tips. Many of presentations are the result of our faculty collaborations such as through our “Don’t Cancel the Class” campaign for conducting presentations on career topics related to course/subject areas.

### Résumé Writing Assistance – OptimalResume System

Students have 24/7 access to an online system for building and customizing a winning résumé, writing job search letters, and practicing their interview skills. Students may obtain online feedback on their résumés conducted by our staff simply by clicking on the “Review Center” feature in this system.

### Interviewing Preparation

Using OptimalResume, students can now video record mock interviews and get valuable feedback from our staff, who are also available by appointment to assist students on interviewing strategies and how to make a great first impression.

### Job Search Strategies

Our staff advises students on specific strategies in seeking jobs related to their career interests. Additionally, there are 20 quick and informative CareerSpots videos available on our webpage on such topics as internship resources, writing résumés and cover letters, job interview skills, dress/attire, negotiating salaries, career fair success tips, social media as a job search tool, and networking skills.

### **Employer Information Sessions and On-Campus Recruitment**

Many employers visit our campus to meet with students about prospective internship and career opportunities. We schedule employer information sessions, on-campus interviewing, and career fairs so that students can directly meet and network with employers in a convenient and time-saving way.

### **Career Fairs**

NMHU hosts two career fairs annually. The Career and Internship Fair, held in mid-fall semester, focuses on getting students ready to learn about summer paid internships, career opportunities, and graduate school programs. The Spring Career Fair, held in April, focuses on career opportunities for graduates and summer jobs/internships for undergraduates. Both of these events offer students the opportunity to explore careers by networking with a variety of recruiters from corporations, government agencies, education, and non-profit organizations. Sixty (60) employers and 422 students participated the Spring Career Fair 2015; these numbers represent an increase of 300% participation of both students and employers compared to fiscal year 2008-2009, when Career Services was reestablished with a full-time director.

### **Career Center Data for 2014-2015**

Compiled by Ron Garcia, Career Services Director, 07/02/2015

Total number students served through individual sessions	1597
Total number of services provided	1786
Number of students attending Fall Career Fair 2014	310
Number of students attending Spring Career Fair 2015	420
Number of Career Services presentations and workshops	123
Number of students served through presentations and workshops	2008
Employers contacts	722
• Job postings on our website	622
• Employers participating in Fall Career Fair	40
• Employer participating in Spring Career Fair	60
Faculty contacts	111

Summary of data: The Career Services Center continues to see a substantial increase of students and employers using its services. Additionally, more faculty are partnering with the Center to integrate academics with career planning.