



UNIVERSITY of
SAN FRANCISCO



FACULTY GUIDE

TO THE CAREER SERVICES CENTER
Helping Your Students Plan Their Futures



THE CAREER SERVICES CENTER (CSC) would like to partner with you to provide USF students with the proactive career planning knowledge and skills needed to succeed as professionals. We welcome collaborations in and out of the classroom. Please let us know how we can serve your students' needs.

Sincerely,

James Catiggay, Director

CATIGGAY@USFCA.EDU, 415.422.6216

WHAT EMPLOYERS SAY ABOUT CSC

“Travelers has been working closely with Career Services for the past four years. They have been tremendous in partnering with us on marketing ourselves to students in a variety of creative ways, connecting us with key faculty and student organizations that meet our recruiting needs...Travelers has benefited from this partnership by finding outstanding students from the University of San Francisco to hire into our entry-level career opportunities. In our view, this has been a win-win relationship.”

JEFF BRZOZOWSKI | *Manager, University Relations, Travelers*

CSC SERVICES FOR STUDENTS

- Career Counseling & Major Exploration Assistance
- Career Assessment & Interpretation
- Resumé & Cover Letter Review
- Interview Practice & Networking Tips
- Job & Internship Search Advice
- Career & Industry Information
- Graduate School Resources
- Job Search Preparation Workshops
- On-Campus Recruiting Activities
- Nonprofit Expo
- Graduate School & Career Fair
- Career & Internship Fair

CSC RESOURCES

DONSCAREERS

An online jobs database with hundreds of positions available to USF students and alumni.

UNIVERSITY CAREER ACTION NETWORK (UCAN) INTERNSHIP EXCHANGE

A national database of available internships posted by UCAN, a network of 22 of the best American colleges and universities, including USF, Harvard, Princeton, Boston College, and the University of Chicago.

CSC LIBRARY

A collection featuring over 370 volumes of career planning materials, including books, periodicals, directories and other resources.

“WHAT CAN I DO WITH THIS MAJOR?”

A comprehensive series of 77 handouts, divided by major, outlining which careers match which majors. (Available online)

CSC JOB & INTERNSHIP RESOURCE GUIDE

A wide-ranging collection of sample resumé and cover letters, resumé writing guidelines, frequently asked questions and other helpful tools for career planning. (Available online)



WHAT FACULTY SAY ABOUT CSC

“I always invite the Career Center to join us for a class session. For the first-year students, it's an opportunity to learn about a terrific campus resource and to put names to the faces of the Career Center's excellent staff. For the seniors, it's an invitation to polish their resumé and gain some interview tips.”

DAVID SILVER | *Associate Professor of Media Studies and Environmental Studies, College of Arts and Sciences*



EXAMPLES OF SUCCESSFUL FACULTY COLLABORATIONS

COUNSELOR CLASS PRESENTATIONS

CSC Counselors are routinely invited by faculty in the Schools of Education and Business and Professional Studies to present class workshops on a variety of career topics including resumé and cover letter writing, networking and job search strategies.

PANEL PRESENTATIONS

CSC assisted the Economics department in inviting employer panelists to participate in their annual Meet the Companies event.

MOCK INTERVIEWS

CSC collaborated with the Hospitality Industry Management, Nursing, and Exercise and Sport Science programs to host mock interviews for their students with both employers and counselors.

FACULTY AND EMPLOYER BREAKFASTS

CSC hosted breakfast forums connecting employers with faculty from the Politics, Communication Studies, and Biology departments to discuss recruiting students in those majors.

EMPLOYER CLASS VISITS

CSC coordinated employer representatives in Marketing to conduct class presentations on their organizations and the industry.

WHAT STUDENTS SAY ABOUT CSC

“The Career Services Center is the office to go to for personal and professional development. With their career counseling and recruiting events, I was able to securely land a job offer well before my peers even began their job search.”

ANDREW KETURI | *B.S. Computer Science, 2010*

SERVICES & RESOURCES FOR FACULTY

DON'T CANCEL CLASS

Can't be present for one of your lectures? Don't worry! A representative from Career Services may be able to cover your class for you. Without having to change your syllabus or “squeeze in” material at the end of the semester, you give your students a chance to learn about important career topics.

IN-CLASS PRESENTATIONS

A CSC representative can present to your students important career topics relevant to your course and syllabus.

NOTIFICATION OF JOBS & INTERNSHIPS IN YOUR DISCIPLINE

CSC will email you when internships/jobs are posted for students in your major. You can then encourage students to apply for these positions. If you'd like to be included in these notifications, please email careerservices@usfca.edu.

A FACULTY GUIDE TO ETHICAL & LEGAL STANDARDS OF HIRING

Discussion of the ethical and legal standards involving students obtaining employment. (Available online)

TOOLS FOR REFERENCE LETTERS

(Available online)

- Sample Faculty Reference Letter
- Suggested Guidelines for Writing References
- How to Write a Reference Letter
- What can a faculty member say or write?
- Legal Q&A Regarding Writing Reference Letters

ANNUAL HIGHLIGHTS

2,470

2,470 STUDENTS AND ALUMNI PARTICIPATED IN CAREER COUNSELING APPOINTMENTS AND/OR DROP INS

350

OVER 350 BAY AREA INTERNSHIPS POSTED TO INTERNSHIP EXCHANGE DATABASE DURING THE ACADEMIC YEAR

1,582

1,582 STUDENTS LEARNED ABOUT CAREER OPTIONS WITH EMPLOYERS ON CAMPUS

97%

97% OF STUDENTS WHO PARTICIPATED IN CLASSROOM PRESENTATIONS RECOGNIZED HOW VITAL CSC SERVICES ARE FOR THEIR SUCCESSFUL CAREER DEVELOPMENT

STUDENT YEARLY ACTION PLAN

1

FRESHMEN YEAR

- Discuss career interests with a faculty advisor
- Get involved with student organizations
- Explore CSC services
- Meet with a career counselor
- Visit the CSC website
- Prepare a resumé

2

SOPHOMORE YEAR

- Take a leadership role in a student organization
- Use the CSC career resource library
- Identify preliminary career interests
- Prepare a resumé
- Find a part-time job
- Use Internship Exchange to identify internship opportunities

3

JUNIOR YEAR

- Take an assessment to help explore career options
- Discuss career options or graduate school with a career counselor
- Attend the Graduate School & Career Fair and Career & Internship Fair
- Use Internship Exchange to identify internship opportunities
- Update a resumé for a summer internship

4

SENIOR YEAR

- Explore and research graduate school options
- Learn about job search strategies
- Set up a videotaped mock interview
- Sign up for On-Campus Interviews
- Attend the Graduate School & Career Fair and Career & Internship Fair
- Use DonsCareers to identify job opportunities

MISSION STATEMENT

The primary mission of the Career Services Center (CSC) is to assist USF students and alumni in developing, evaluating and effectively implementing their career plans. To fulfill this mission, CSC provides career counseling, job search preparation and recruiting activities.

WHAT FACULTY SAY ABOUT CSC

“With the help of a strong curriculum and great relationship with CSC, our students beginning their Freshman year are learning self-sufficiency, self-confidence, and are able to compete in the marketplace for jobs immediately. This experience helps them validate their course of study in college, builds their excitement and passion for their studies, and prepares them for roles of leadership in their chosen field.”

KATHY “K.O.” ODSATHER | *Associate Director, Hospitality Industry Management Program*

CSC FACULTY LIAISONS

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Educating Minds and Hearts
to Change the World

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REGULAR HOURS:
M - F 8:30 AM - 5:00 PM
DROP-IN HOURS:
11:00 AM - 2:00 PM



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