

Career E-minder

UWF Career Services
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Step Into Summer With Career Services!

Summer is finally here! The warm weather, the breezy beaches and the relaxed nature of the sunny days. Even though we can start enjoying these Florida-filled days, it doesn't mean that you have to have an unproductive summer! The folks at Career Services are still working throughout the summer to help you with any professional or career oriented goals you may want to accomplish. Here's a "Refresh" on the services we offer and when we offer them.

Drop In Hours: Offered *Monday thru Thursday from 11am-3pm*; these hours are for your "quick fixes", quick advice, your resume checkups and cleanups, questions and inquiries. Usually geared for 15 minute slots; if the appointment needs more time, we suggest that you schedule an appointment.

Career Coaching: Thinking about changing majors? What can you do with your current major? One thing we know by working with students is that people get stuck when making decisions for a variety of reasons. Make a one-on-one appointment with one of our career coaches to explore these important decisions.

Mock Interviews: So you've attended our workshops and you're ready to start interviewing for a job. This is a one hour appointment that will have you answering the same questions as what you will find in the interview for that perfect job. After the question/answer period, feedback will be presented to you so you know what you did great on and what you need to improve.

Volunteer UWF!: To get involved with service, contact us to set up an appointment with a staff member to discuss your service interests. We can assist you in locating information about specific Community Partners or local nonprofit agencies that fit your interest areas.

Experiential Learning: Offers work-based learning that combines theory from the classroom with hands-on experience in the workforce. Various experiential learning opportunities include Co-Ops, Internships, the Disney College Program, Job Shadows, and Informational Interviews.

We look forward to working with you this summer!



Job of the Week

Job ID: 2038

Job Title: Executive Assistant/Management Trainee

Organization: National Standard Parts Association

Job Description: Liaison between President and Management Team. These duties include scheduling weekly meetings, recording minutes, and providing progress reports of these meetings. Other responsibilities include generating and maintaining various sales and marketing reports. Will also assist in coordinating activities of the President and the CEO. Benefits include a competitive salary, outstanding bonus program, medical insurance and 401k. (This is a full-time post-grad position.)

Log on to JasonQuest to find out more information!

Word to the Wise

- The two-wheeled transportation device "Segway" is not spelled the same as the word that means, "to make a transition from one thing to another smoothly and without interruption."

- He who laughs last probably didn't understand the joke at first.

- When in doubt, always send a thank you card. Even if it's for receiving a "thank you" card.

- Nobody owns a pet wombat. Be the first.



IMPORTANT INFO!

- **May 20:** Co-Op/Internship Info Session @ 11am
- **May 28:** Co-Op/Internship Info Session @ 1pm

Water Cooler Joke of the Week

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Thanks to ahalife.com