

Frequently Asked Questions:

What can Career Services do for me?

Being that most students come to college seeking a job, Career Services exists to help students find the career path that best suits them. The office facilitates the entire job search process, from finding the best suited major to gaining experience for a resume through experiential learning and volunteering to negotiating a salary for their dream job.

Where are you located?

We are located in building 19 on the North Entrance of Parking Lot H. Same building as the police station – look for the police cars.

When are you open?

We are open from 8:00 AM-5:00 PM from Monday to Friday.

How can I find a job on campus?

Start with the UWF Office of Human Resources. This department lists on-campus student positions through their site, <http://jobs.uwf.edu>. Don't forget JasonQuest as well! Some on-campus departments will post their positions here in addition to the Human Resources site. Additionally, some off campus jobs listed on the site are just a few miles away! Make an account in JasonQuest at <http://www.uwf.edu/career>.

I don't know what I want to be when I grow up. Can Career Services help?

Absolutely! Career Services can schedule a “career coaching appointment” for students and alums with a Career Coordinator.

How does Career Services work with the community?

Career Services works with many non-profit organizations and employers. Career Services tries to facilitate volunteering opportunities for students as well as encourage various employers to provide employment opportunities for students and share information about the company with the campus population.

Can I just come by for a quick question?

If it is a quick question about your resume and cover letter then you may stop by during drop in hours Monday – Thursday from 12:00 PM -4:00 PM. If it is pertaining to other topics, students are encouraged to consult the online resources on the website, to look in the Career Guide or to schedule an appointment.

How can I get in contact with the office?

Students can contact the office in many ways! Students can call, e-mail, or come by our Office during business hours, Monday – Friday, 8:00 AM – 5:00 PM.

I need a job; can Career Services help me find one?

Career Services can schedule a “job searching appointment” with students and alums will receive degree specific and/or desired occupational search suggestions and tips. Whether it's searching for a job on campus or searching for a life-long career, we're happy to help but we cannot place you.

Can alumni use the office?

Alumni that have been awarded a University of West Florida degree can use the office providing they have a JasonQuest account.

What is experiential learning?

Experiential learning is experience gained through internships, co-ops, and volunteering that gives students skills and abilities that they might not receive in the classroom. The office helps students find internships, co-ops, and volunteering opportunities.

Is Career Services a job placement service?

We will help you as much as possible in the job search process, but we are not a job placement service.

What are the ways that employers come to campus?

Employers come to campus for Career Fairs, information sessions about their company, guest speaking, and on campus-interviews. A full database of employers who have worked with UWF in the past is available in JasonQuest.

What and where are drop-ins?

Drop-ins are for a quick resume or cover letter critique. Drop-ins are offered during the semester, Monday-Thursday from 12:00 PM - 4:00 PM in Building 19.

Is Volunteer UWF! a part of Career Services?

Yes. Volunteer UWF! is the service connection between university students and the outside world and is a part of Career Services. Volunteer UWF! is located in Building 19 along with other Career Services' programs.

How can volunteering help me professionally?

Participating in service can expose you to new career fields and help you build valuable skills and enhance your resume. Through quality volunteering, you can build skills that employers want - communication, leadership, problem solving, and teamwork skills - while providing much needed help to a non-profit organization!

Who should I talk to about finding an internship?

The credit that you receive from an internship and the process will ultimately need to be approved by your academic department, but your first stop should be Career Services. We can help you with about the different types of experiential education (internships and Co-Ops) and what program may be right for you. Career Services can also help you get ready to apply to these types of programs with resume critique appointments, internship search appointments, and more. Call us at 850-474-2254 to get started!

Are there any online resources?

Start with our website, <http://www.uwf.edu/career>. There you will find online video workshops, career planning guides, a link to our networking group in LinkedIn, and a resource called, "What can I do with this major?" Do not forget JasonQuest where dozens of full-time, part-time, internship, Co-Op and Volunteer positions reside.

I'm interested in Grad School or Professional School - can you help me?

Yes! We can help you critique your grad school application essay or statement of purpose and the overall process of applying to grad school. Call us at 850-474-2254.

What if I'm a distance learner, commuter student, or a student at Emerald Coast?

We are here to serve you. In addition to our online resources, consider setting up a phone appointment with one of our coaches. If most of your classes are at the Emerald Coast Campus, Ester Molder in Fort Walton Beach provides one-on-one appointments. You can reach Ms. Molder at 850-863-6575.