

# **WELCOME TO THE SCSU CAREER CENTER**

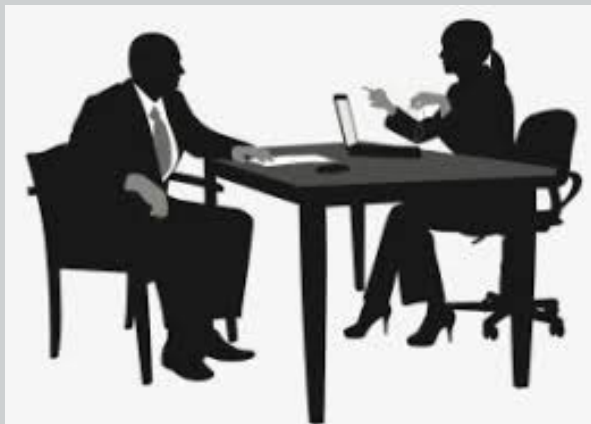


SCSU Career Center  
Belcher Hall, 2<sup>nd</sup> Fl, Suite 250  
300 College Street, NE  
PO Box 7068  
Orangeburg SC 29117-0001  
(P) 803-536-7033, 8577  
(M) 803-378-2449  
(E) [careercenter@scsu.edu](mailto:careercenter@scsu.edu)



# Provided Services

## Mock Interviews



**Train → Develop → Recruit**



**Location:**

Belcher Hall, 2nd Floor

Suite 250

**Office Hours:**

Monday – Friday 8:30 – 5:00

## SCSU Career Center Creating Roadmaps for Success!

### Our Services:

**A. Career Resource Center**

**B. Career Counseling**

- ❖ Resume and Letter Writing
- ❖ Interview Preparation (Mock Interviews)
- ❖ Business Etiquette
- ❖ Decision Making
- ❖ Job Search Techniques
- ❖ Skype Interviews
- ❖ Graduate & Professional School Info.
- ❖ Seminars & Workshops
- ❖ Webinars, Zoom, WebEx, Microsoft Teams
- ❖ Meetings with Recruiters

### Online Services:

- ❖ **Handshake:** [www.joinhandshake.com](http://www.joinhandshake.com)

### Job Referrals:

Cooperative Education Assignments  
Internship Assignments  
Summer Employment

### Career Center Team

### Career Fairs:

Career Week  
Career Expo

Director, Mr. Joseph Thomas / 803-536-8577 / Email: [jthoma21@scsu.edu](mailto:jthoma21@scsu.edu)

Administrative Assistant II, Ms. Juanita Asbury / 803-536-7033 / Email: [jasbury@scsu.edu](mailto:jasbury@scsu.edu)

Career Center Email: [careercenter@scsu.edu](mailto:careercenter@scsu.edu) Mobile: 803-378-2449



## Career Center Train \* Develop \* Recruit

### Planning for a Successful Career

As a college student, each year should be a stage for developing your career path through sound systematic planning. The first steps are to learn what you are all about. What are your interests? What do you do best? Do you have an aptitude for the academic area you have chosen? Where can you go for help?

Below is a system checklist for career planning that can be used throughout your college years.

#### ✓ FRESHMAN YEAR CHECKLIST

##### CAREER EXPLORATION

- ☐ Identify interest and aptitudes
- ☐ Learn about the job market nationally and locally.
- ☐ Decide on a career/major and an alternative.
- ☐ Plan to start working in the area you have chosen so that you can acquire some hands-on experience.
- ☐ Begin developing relationships with professors, staff members, and leaders in the community.
- ☐ Establish role models as this is important and prove helpful especially during a crisis.
- ☐ Begin working on your resume.
- ☐ Start interviewing for internships and summer employment/attend seminars workshops, etc.

#### ✓ SOPHOMORE YEAR CHECKLIST

##### CAREER ORIENTATION

- ☐ Get a part-time job. Try to work for businesses that are somewhat related to your major.
- ☐ Review with your academic advisor to determine how you are doing once you complete the first half of the year.
- ☐ Maintain "alternative" skills.
- ☐ Get references on the job.
- ☐ Update your resume
- ☐ Attend seminars, workshops, career fairs, etc.

#### ✓ JUNIOR YEAR CHECKLIST

##### CAREER PREPARATION

- ☐ Make any necessary changes in courses.
- ☐ Prepare your resume if you have not done so.

- ☐ Develop sound interviewing skills.
- ☐ Begin selecting firms you would like to work for and identify actual positions.
- ☐ Get references.
- ☐ As you enter your senior year, you should start interviewing with companies.
- ☐ Work on your correspondence: letters of acceptance, cover letter, etc.
- ☐ Get work experience through internships, summer employment, or co-op assignments.
- ☐ Participate in workshops, seminars, and all the Center's Special Events.

#### ✓ SENIOR YEAR CHECKLIST

##### CAREER ENTRY

- ☐ Begin interviewing. Follow up on job ads and placement schedules.
- ☐ Review the market for your career area.
- ☐ Learn salary ranges.
- ☐ Prepare letters of acceptance or refusal.
- ☐ Maintain employer file as you interview. Keep a list of employers. Know the names of the recruiters you spoke with so that you can refer to them later.
- ☐ Be positive and alert. Stress qualities about yourself.
- ☐ Prepare to fall back on alternative skills. If you are not getting the job, you want soon enough, begin looking at other work that you are able to do.
- ☐ Follow up on all leads and advice. Do not be afraid to ask questions. Believe in yourself. You have something to offer, so concentrate on that.
- ☐ Prepare the final resume.
- ☐ Take advantage of workshops, seminars, and all the Center's Special Events (i.e., Career Fair, Career Expo, Grad. & Professional Schools Day, & Educators' Day).



Internships

Scholarships

Career  
Opportunities



# SCSU Career Center



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(P) 803-536-7033 (F) 803-516-4679 (E) [careercenter@scsu.edu](mailto:careercenter@scsu.edu)



 Handshake



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Handshake**

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opportunities for jobs, interns, and or scholarships!**



# Laptop Initiative Program



Career Center Staying Connected!