Overview of Career Services

Parent & Family Orientation

www.lewisu.edu/careerservices
careerservices@lewisu.edu
815-836-5282
What is Career Services?

- Centralized department that supports students from all academic programs to successfully transition from the classroom to the workplace
- Career Advisors assigned by majors
- Educational resources and programs to develop your employment plan during or after graduation

**A Lifetime of benefits:** Your Lewis experience will extend beyond your time on campus
EMPLOYMENT PLANNING RESOURCES AND SERVICES

- Career Exploration
- Online career management platform
- Search for jobs and internships
- Prepare employment documents
- Practice interviews
- On-campus employer visits and career events
Where is Career Services?

ONLINE

- www.lewisu.edu/careerservices
- Social Media
- Career Management Account (Handshake)

OUR OFFICE

- Learning Resource Center, Ground Floor
Keys to Career Success

- Career readiness competencies
- Career-related or other experiences
- Professional network
- Resume – summarizes your degree, skills, and experience
- Interview preparation – ability to talk about degree, skills, and experience
Skills or Competencies Employers Want

Competencies
- Career and Self-Development
- Communication
- Critical Thinking
- Equity and Inclusion
- Leadership
- Professionalism
- Teamwork
- Technology

Sample Behaviors
- Develop plans and goals for one's future career
- Understand the importance of and demonstrate verbal, written, and non-verbal/body language, abilities.
- Gather and analyze data to make sound decisions
- Demonstrate flexibility by adapting to diverse environments. Make inclusive and equity-minded decisions
- Plan, initiate, manage, complete, and evaluate projects.
- Show a high level of dedication toward doing a good job.
- Collaborate with others to achieve common goals.
- Use technology to improve the efficiency and productivity of their work.

How parents can help!

- Internships, full or part-time jobs,
- Volunteer Experiences
- Join Clubs and Organizations- Take a leadership role
- Study Abroad
- Demonstrate competencies through projects and scholarly work
- Attend professional conferences and seminars
- Interact with mentors or community leaders
Flyers Get Hired
powered by handshake

CAREER MANAGEMENT ACCOUNT

- Job and internship postings for Lewis University students & alumni
- Upload and post a resume for employers
- View and pre-register for career events including job fairs and workshops
- Schedule an appointment with a career advisor
www.lewis.edu/careerservices
IMPORTANT UPCOMING EVENTS
Fall 2023 and SPRING 2024

Meet the Firms (business, technology, and all majors)

Accounting Networking Event (For Accounting students and alumni)

Career Day (criminal justice, government, pre-law, political science, and all majors)

Government Job Fair (all majors, technology, languages, aviation, political science, and criminal justice)

Career Expo (all majors, psychology, social work, humanities, nursing, education, and aviation)

CareerFest through the College Career Consortium of Illinois (CCCI)

Education Fair

Nursing Fair
CAREER SERVICES OFFICE

Learning Resource Center
Ground Floor, Across from the Financial Aid Office

Office Hours:
Monday – Friday 8:30am-5:00pm
Phone: (815) 836-5282

Web Address: www.lewisu.edu/careerservices

E-mail: careerservices@lewisu.edu