

# Overview of Career Services

## Parent & Family Orientation



**[www.lewisu.edu/careerservices](http://www.lewisu.edu/careerservices)**

**[careerservices@lewisu.edu](mailto: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](http://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.

Retrieved from NACE, (2021, Dec.) Career Readiness: Competencies for a Career-Ready Workforce.



# 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](http://www.lewis.edu/careerservices)

**CAREER SERVICES FOR**



**Students**



**Faculty & Staff**



**Employers**



**Alumni, Graduate & Adult Learners**



# 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](http://www.lewisu.edu/careerservices)

E-mail: [careerservices@lewisu.edu](mailto:careerservices@lewisu.edu)

