

Career Services Workshops and Events for Fall 2024

Resume Review

Every Tuesday
Every Wednesday

2:00 p.m. - 4:00 p.m.
10:00 a.m. - 2:00 p.m.

Schedule Resume Review in Microsoft Booking (<https://csuloch.link/3ey3Ri3>)

Or visit us in-person, Edgewater Hall Suite 228

Student Part-time Job Fair
University Center Mainstreet

Tuesday, August 13th
10:00 a.m.-2:00 p.m.

This event is held once a year! Students have the opportunity to network with off campus employers and on campus departments who offer part-time jobs.

On Campus Employment Information Fair
University Center Mainstreet

Thursday, August 22nd
11:00 a.m.-1:00 p.m.

Missed our Student Part-time Job Fair? Don't miss this opportunity to meet with us and learn about departments on campus that need student employees. We will walk you through the application process. We will also have free giveaways! Students have the opportunity to learn about on campus job opportunities, and how to apply for them through Laker CareerZone!

Internship Week

Monday - Thursday, September 9th – 12th

Internships play an integral role in helping students land their first full-time career after graduation. This week is designed to educate students on the importance of completing internships during their college years. During the week, students will have the opportunity to learn how to obtain an internship, understand academic credit requirements, appropriate dress for an internship, have their resume reviewed and network with employers. Each event you participate in, you will have the chance to enter into a drawing for a **\$25 Amazon virtual gift card to be given away on Thursday.**

<p>Internship Week Kick-Off Event</p> <p>Meet us at the University Center, Mainstreet as we kick off Internship Week with information about internships, academic credit, non-credit, games and prizes!</p>	<p style="text-align: right;">Monday, September 9th</p> <p style="text-align: right;">University Center Mainstreet <i>11:00 a.m. – 1:00 p.m.</i></p>
<p>Internship Job Search Strategies Workshop</p> <p>This workshop will be on Microsoft Teams & In-person Lecture Hall Room 12</p> <p>Students must RSVP through Laker CareerZone to attend this session. (A link to join will be sent the day of the workshop.)</p> <p>This workshop educates students about the advantages that internships provide in a career search. Topics covered include credit and non-credit internship eligibility, how and when to begin your search, and forms that need to be completed.</p>	<p style="text-align: right;">Tuesday, September 10th</p> <p style="text-align: right;">Microsoft Teams 5:00 p.m. – 6:00 p.m. Lecture Hall Room 12 5:00 p.m. – 6:00 p.m.</p>
<p>Internship Networking Breakfast</p> <p>Come network with students who have completed internships and employers/alumni who hire interns. Interested students must rsvp in Laker CareerZone by Friday, September 6. Open to ALL majors and classifications.</p>	<p style="text-align: right;">Wednesday, September 11th</p> <p style="text-align: right;"><i>7:30 a.m. – 9:00 a.m.</i> University Center Dining Hall</p>
<p>Internship Résumania!!!</p> <p>Schedule a resume review through bookings in Microsoft Teams or join us in person and have your résumé critiqued by one of our staff members. This is encouraged in preparation for the Internship Job Fair.</p>	<p style="text-align: right;">Wednesday, September 11th</p> <p style="text-align: right;"><i>10:00 a.m. – 2:00 p.m.</i> Microsoft Teams Booking Or Edgewater Hall, Suite 228</p>

<p>Internship Job Fair This event is held once a year! Students have the opportunity to network with employers who offer internships. Students seeking credit or non-credit internships from All majors and class levels are encouraged to attend. Drawing for the \$25 Amazon Virtual Gift Card! The winner of the \$25 Amazon virtual gift card will be drawn and announced on our social media platforms.</p>	<p style="text-align: right;">Thursday, September 12^h 10:00 a.m. – 1:00 p.m. University Center Mainstreet</p>
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Virtual Practice Interview Week via Big Interview

Monday – Friday, September 16th -September 20th

Students gain valuable experience by having a practice interview. Practice interviews will be conducted through our interview platform Big Interview. Students will go to www.clayton.edu/career and look for the Big Interview Tile. Log-in or create an account. Search for Practice Interview Week Assignment or enter Assignment **Code 3bbfbf** Student will complete interview recording (make sure you submit your answer after each recording).

Once you have recorded and submitted your answers, your process is complete. **All recordings must be completed no later than September 6th.** Critiques will be completed during Practice Interview Week. You will receive a message from support@biginterview.com once we have completed your critique.

So, you want to be an Entrepreneur?

Thursday, September 19th

Microsoft Teams

5:00 p.m. – 6:00 p.m.

In-person Lecture Hall Room 12

5:00 p.m. – 6:00 p.m.

Having a business idea is the first step. This workshop will focus on how to start up your business and will feature guest panelists with experience who will share tips for getting started, writing a business plan, understanding income and cash flow, how to obtain small business loans and more! **Students must RSVP through Laker CareerZone to attend this session.** This workshop will be on **Microsoft Teams & In-person Lecture Hall Room 12** (Link to join will be sent once **RSVP** is completed).

Senior Day

(Open to seniors graduating in December 2024, May 2025, and August 2025)

Thursday, September 26th

University Center Mainstreet

11:00 a.m.-1:00 p.m.

Seniors are you Career Ready? Join us and the University Community as we celebrate YOU and share important tips for a successful life after Clayton State. We will have food, games, giveaways, photos, alumni, graduate school information and more! The first 75 students to participate will receive a FREE Senior Day T-shirt!

Career Boot Camp

Monday - Thursday, September 30th– October 4th

Microsoft Teams

In-person Lecture Hall Room 12

This four-day series covers workshops on resume-development, interviewing, conducting a job search, and making the most of a job fair. Students must pre-register for Career Boot Camp and will receive a certificate for successful completion via email. Each topic will be offered during the evening. **RSVP is required through Laker CareerZone by Thursday, September 27th.**

Workshops will be on **Microsoft Teams & In-person Lecture Hall Room 12** (A link to join will be sent the day of the workshop.)

<p>Resume Writing</p> <p>Microsoft Teams Lecture Hall Room 12</p>	<p style="text-align: center;">Monday, September 30th</p> <p style="text-align: center;">5:00 p.m. - 6:00 p.m. 5:00 p.m. - 6:00 p.m.</p>	<p>Interviewing</p> <p>Microsoft Teams Lecture Hall Room 12</p>	<p style="text-align: center;">Wednesday, October 2nd</p> <p style="text-align: center;">5:00 p.m. - 6:00 p.m. 5:00 p.m. - 6:00 p.m.</p>
<p>Job Search</p> <p>Microsoft Teams Lecture Hall Room 12</p>	<p style="text-align: center;">Tuesday, October 1st</p> <p style="text-align: center;">5:00 p.m. - 6:00 p.m. 5:00 p.m. - 6:00 p.m.</p>	<p>Preparing for a Career Fair</p> <p>Microsoft Teams Lecture Hall Room 12</p>	<p style="text-align: center;">Thursday, October 3rd</p> <p style="text-align: center;">5:00 p.m. - 6:00 p.m. 5:00 p.m. - 6:00 p.m.</p>

Majors Fall Festival

Thursday, October 10th

University Center Mainstreet

11:00 a.m.-1:00 p.m.

Selecting a major and understanding what to do with that major can be a difficult process but it doesn't have to be. Come explore the many majors, minors, and career options at the Majors Fall Festival!

Professionalism 101 Workshop
Microsoft Teams
In-person Lecture Hall Room 12

Tuesday, October 15th
5:00 p.m. - 6:00 p.m.
5:00 p.m. - 6:00 p.m.

Professionalism in the workplace is one of the many competencies that employers say students need to improve upon. This workshop will focus on information related to effective communication skills, enhancing your self-image, developing a business-savvy wardrobe, appropriate work ethic, and how improving these competencies will greatly enhance your ability to receive and maintain internships and jobs. **Students must RSVP through Laker CareerZone to attend this session.**

This workshop will be on Microsoft Teams & In-person & Lecture Hall Room 12 (A link to join will be sent the day of the workshop.)

LinkedIn and Personal Branding Workshop
Microsoft Teams
In-person Lecture Hall Room 12

Thursday, October 24th
5:00 p.m. - 6:00 p.m.
5:00 p.m. - 6:00 p.m.

Professional networks matter! LinkedIn is the number one professional networking site utilized by hiring managers today. Students will learn how to create a strong, professional presence on LinkedIn, how to make connections, search for jobs and understand how your personal brand can help or hurt your professional online presence. Students must RSVP through Laker Career Zone to attend this session. This workshop will be on Microsoft Teams & In-person **Lecture Hall Room 12** (Link to join will be sent once **RSVP** is completed.)

Virtual Senior Career Academy

Friday, October 25th
10:00 a.m. -12:00-p.m.

The Senior Career Academy is a professional development program designed to help graduating seniors focus their career searches and develop skills needed for career success. Seniors receive individualized assistance and have opportunities to network with a select group of employers. Limited number of spaces available. **Students must contact Career Services to reserve a space and link to join.**

GACE Statewide Career Fair
Cobb Galleria Centre

Wednesday, October 30th
11:00 a.m.-3:00 p.m.

The GACE Statewide Career Fair is a statewide job fair for students and graduates from schools that are members of the Georgia Association of Colleges and Employers (GACE). Employers who might not visit each of the campuses will gather for this opportunity to network with hundreds of students from across the state. Students and graduates can learn about opportunities, network with employers, and make the personal contact that might lead to an interview or employment. Join the virtual event at www.gace.org.

National Career Development (NCD) Month Celebration
University Center Mainstreet

Monday, November 4th
12:00 p.m. – 1:00 p.m.

Every November the National Career Development Association (NCDA) promotes career development through its annual celebration of NCD month. The Office of Career Services celebrates NCD Month by highlighting career development events and activities on and off campus. Join us for games, giveaways, and career information.

Business Etiquette Luncheon (Event)
Student Activities Center Ballroom C

Thursday, November 7th
11:30 a.m. - 1:00 p.m.

The Business Etiquette Luncheon provides students an opportunity to learn about effective networking and appropriate dining etiquette for a variety of professional situations. Participants eat a multi-course meal while the leader guides them through the etiquette of using tableware, managing different courses, and responding professional during business dining. Professional attire required (contact Career Services if attire is needed). **Students must RSVP through Laker CareerZone to attend this session. Space is limited.**

Employer Networking Mixer (Event)
Microsoft Teams

Tuesday, November 12th
12:00 p.m. - 1:00 p.m.

Join us for this networking event to learn about part-time, internship and full-time jobs that employers still have available. Selected employers will share their opportunities as well as take questions from students. **Students must RSVP through Laker CareerZone to attend this session. This workshop will be on Microsoft Teams.** (A link to join will be sent the day of the workshop.)

Individuals requiring disability-related accommodations for participation in any Clayton State University sponsored event or program may contact the Disability Resource Center at (678) 466-5445 or DisabilityResourceCenter@clayton.edu.