



**Coastal Carolina University
2007-2008
CAREER SERVICES CENTER**

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Career Planning

Career Services provides career counseling for all students and works collaboratively with faculty advisors, freshman success seminars and student organizations to help each student set and reach career goals. Students work with a career counselor to explore their values, interests, abilities and personality to determine how these and other factors influence their career goals. Career Planning resources include:

Discover

Discover is an online assessment tool that allows you to investigate your interests and values and search for potential career paths. Discover also has links to relevant information about hundreds of careers and to additional resources. Directions for accessing this valuable tool for making career decisions are on the website at <http://www.coastal.edu/career/exploration.html>

Strong Interest Inventory

The Strong Interest Inventory is designed to identify areas of career interest and occupations that best fit those interests. It is primarily used along with the MBTI for counseling students who are undecided about their academic major. The online assessment requires a password. Contact Tom Woodle, the Career Planning Counselor at twoodle@coastal.edu for more information.

MBTI

The Myers Briggs Type Inventory identifies preferences for certain personality characteristics or temperaments. The occupations of individuals with similar personality types are explored to determine potential career options. The online assessment requires a password. Contact Tom Woodle, the Career Planning Counselor at twoodle@coastal.edu for more information.

Career Exploration

Career Exploration (UNIV 150) is 3 credit course, offered in the fall and spring semesters, designed to introduce freshman and sophomore level students to career and life planning theories and concepts, and assist students in applying these principles the selection of a major or making career decisions.

The Excellent Alumni Leaders (T.E.A.L.) Senior Seminar: is a 2 credit course designed as a capstone experience for seniors. All graduates of the University will be considered leaders in the workplace and the T.E.A.L. Senior Seminar will prepare participants for those roles. This course is offered in the Fall I course schedule. Students will consolidate learning outcomes related to career decisions, career/life skills, financial literacy and develop a personalized job search plan. The sessions will offer discussion and activities providing students the opportunity to practice professional behaviors in business and social settings.

Parent & Alumni Professional Network

Coastal students are connected with university alumni and parents of current students who have registered to be part of an online career information network. Find career information, job shadowing and networking opportunities. www.coastal.edu/career.

Career Library

The Career Services Center Career Library provides hard copy and media job search materials, employer information and graduate school guides in its library/small meeting room. These materials are available for individuals from 9am - 5pm Monday through Friday or by reservation for small group work, team projects or class assignments. Contact Nadine Godwin, Administrative Assistant for the Career Services Center at Nadine@coastal.edu to reserve one hour time slots.

Student Employment Services

Students looking for part-time jobs, including on-campus employment, can search for part-time job and internship listings via the Student Employment link on the Career Services Center home page at www.coastal.edu/career. Wages for most campus jobs begin at minimum wage, but check specific job descriptions for more information. Students must provide their original social security card and a picture ID (other than their CCU student ID) in order to complete payroll paper work.

P.A.C.E. Recruitment Programs (Prepare. Achieve. Compete. Excel.)

Seniors and alumni must update personal profiles in the Career Services Center information management system **ChantsJOBLINK** to participate in official campus recruitment programs. Job postings, a resume bank and access to schedules of on campus interviews are all located in the **ChantsJOBLINK**. Additional local jobs may also be advertised in hard copy binders in the Career Resources Lab, Indigo House, Room 108. Login to the **ChantsJOBLINK** at www.coastal.edu/career and use your Coastal email address as your Username. A randomly generated password will be emailed to you, which you may edit after logging in the first time.

REQUIREMENTS for participating in P.A.C.E. Recruitment Programs:

1. Seniors must update their profile information in the ChantsJOBLINK
2. Use Optimal Resume software in the system or MS Word to develop a professional resume. Submit it through the system for approval by your Career Services Coordinator or stop by the Career Services Center for a 15 minute *P.A.C.E. Yourself Resume Review!* Between 10am and Noon Monday through Friday. Upload final resume to **the ChantsJOBLINK** where national employers can request to search resumes for employment candidates and career services staff can make referrals to local, state, regional and national employers.
3. **Seniors with resumes in the ChantsJOBLINK system can participate in following recruitment programs:**

On campus interviews – October/November '07 and February/March '08

Resume Referral Program/Custom Request Resume Books – all year

Spring/Summer Internship Fair – October 2007

FutureWaves: a summer job fair – March 2008

Myrtle Beach Job Expo – February 2008

Career Conferences of America – Atlanta, Washington, DC and New York City
January 2008

Professional Etiquette Dinners – September and February

Mock Interviews – All year

Career Resources Lab & Web site

The Career Resources Lab is located in Indigo House, Room 108.

The Career Services web site is www.coastal.edu/career.

- The coordinator and student staff members assist individual students with online registration and posting of resumes to the ChantsJOBLINK and other online resume banks. Drop-in, 15 minute resume critiques are welcomed 10am to 12 noon daily.
- The P.A.C.E. Professional Development Seminar series is offered Monday through Thursday to support your search for post graduation employment. **Login to the ChantsJOBLINK and Pre-register to participate in the LIMITED SEATING seminars.**

Contact Us

Visit the Career Services Center located in Indigo House (corner of Tom Trout Dr. & the alley leading from Williams Brice P.E. Center area to the Edwards Humanities and Fine Arts Building). Hours of operation are from 8:00am to 5:00pm, Monday through Friday. Visit us on the web anytime at www.coastal.edu/career

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