

Meet Our Staff!!



UNIVERSITY OF MISSISSIPPI
CAREER CENTER

Developing tomorrow's professionals

Toni D. Avant

E.J. Presley

Whitney Woods

Destini Jones

Jonathan Harrington

Casey Cockrell Stuart

Christy Wright

Cathy Kegley

The Career Center also employs

Director

Assistant Director of Career Development

Career Advisor

Career Advisor

Associate Director of Employer Services

Assistant Director of Employer Services

Recruiting Coordinator

Administrative Secretary

Undergraduate Peer Career Educators

Undergraduate Recruiting Assistants

Graduate Assistants and Practicum Students

A FOUR-YEAR CAREER PLANNING GUIDE

<u>Freshman</u>	<u>Sophomore</u>	<u>Junior</u>	<u>Senior</u>
<input type="checkbox"/> Get involved on campus by joining an organization of interest. <input type="checkbox"/> Use the Career Center's computerized career exploration tools to evaluate your interests, values, and possible career paths. <input type="checkbox"/> Obtain part-time, summer, or volunteer jobs to gain experience and explore possible careers. <input type="checkbox"/> Use the college catalog, visit academic web pages, and talk to faculty to explore the curriculum of various majors. <input type="checkbox"/> Conduct informational interviews with people working in occupations of interest to ask questions about careers while making valuable contacts <input type="checkbox"/> Talk to current students enrolled in majors of interest. <input type="checkbox"/> Develop a tentative four-year action plan. <input type="checkbox"/> Take a variety of electives to explore your options <input type="checkbox"/> Keep a list of your accomplishments/activities.	<input type="checkbox"/> Students who are still undecided majors should seek assistance from a Career Center counselor or the Academic Support Center. <input type="checkbox"/> Explore your interests and personality through career assessments. <input type="checkbox"/> Become actively involved in organizations of interest to gain skills sought by employers. <input type="checkbox"/> Attend employer information sessions and lectures and use Career Links to talk with people in professions of interest. <input type="checkbox"/> Continue exploring occupations through Career Center resources. <input type="checkbox"/> Gain relevant experience through work or volunteer experiences, class activities, and internships. <input type="checkbox"/> Begin creating a resume. Visit the Career Center's Peer Educator Helpdesk for assistance. <input type="checkbox"/> Attend Career Day to explore the variety of career options available to you.	<input type="checkbox"/> Narrow down your career options to those of greater interest. <input type="checkbox"/> Research specific jobs and/or graduate programs through Career Center resources. <input type="checkbox"/> Begin serious networking with alumni and professionals in your career field. Keep a record of your contacts. <input type="checkbox"/> Increase your leadership and organizational skills through active participation in organizations. <input type="checkbox"/> Attend a resume and cover letter workshop and utilize the Career Center's "In-Out" Critique Service. <input type="checkbox"/> Attend Career Day with resumes in hand, making connections with employers for relevant summer jobs, internships, and potential full-time employment. <input type="checkbox"/> Begin collecting references from employers and professors. <input type="checkbox"/> Take Career & Life Planning course (EDHE 301) <input type="checkbox"/> Schedule an appointment with a Career Counselor to review your action plan.	<input type="checkbox"/> Decide which career to pursue <input type="checkbox"/> Make sure that you have fulfilled graduation requirements by checking with Academic Advisor or Registrar's Office. <input type="checkbox"/> Attend an orientation session and complete Career Center registration in order to participate in On-Campus Interviewing. <input type="checkbox"/> Schedule a mock interview with a Career Center counselor to strengthen your interviewing skills. <input type="checkbox"/> Attend the various workshops offered by the Career Center to become effective in your job search. <input type="checkbox"/> Attend Career Day to make contacts with potential employers and secure job interviews. <input type="checkbox"/> Check job listings regularly in the Career Center or on the Career Center website. <input type="checkbox"/> Prepare for the transition from college to the working world. <input type="checkbox"/> Inform the Career Center of your future plans or job offers received. <input type="checkbox"/> Keep networking even after you have received a job!

The University of Mississippi Career Center
303 Martindale • 662-915-7174

www.career.olemiss.edu • www.hireolemissrebs.com
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