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OVERVIEW OF SERVICES

Our Mission

Skidmore's Career Development Center is committed to supporting all students and alumni through the creative process of integrating their liberal arts education and experiences into a satisfying career. In keeping with the College's founding principle of linking theoretical with applied learning, we help students and alumni develop self-knowledge, cultivate partnerships on and off-campus, prepare for experiential opportunities—such as internships, collaborative research, and community involvement and manage their careers proactively. We encourage students to build skills and participate in engaged liberal learning practices early in their Skidmore experience, and we offer guidance to both students and alumni in forging meaningful careers for a world of rapid change.

1: Schedule an appointment or stop by during drop-in hours.

We can discuss your career interests and help you develop a plan to reach your goals.

We review documents such as resumes, cover letters, and personal statements.

We administer and interpret career assessments to help you with choosing a major and making career decisions.

We will guide you in the best way to use our programs and resources in My CDC Account.

2: Attend workshops, panels, and networking events.

Skill building workshops: We offer workshops on writing resumes, networking, internship and job search.

Panels: We invite alumni and professionals to come to campus to talk to students about their careers and how they got started.

Networking events: We offer events both on and off campus where students can meet alumni in their fields of interest including Career Jam and An Evening of Transition & Transformation (Boston & NYC).

Recruiting events: We participate in two consortiums which have interview days and career fairs including the Career and Internship Connections (CIC) and Eastern College Career Days (ECCD).

Visits by graduate and professional schools: We offer a graduate school expo where admission representatives come to campus to share information about their programs and we host

3: Use the resources available on our website.

MyCDC Account: Access 6,000+ job and internship listings through My CDC Account, the Liberal Arts Career Network (LACN), and Nationwide Internships Consortium (NIC) databases. First-time users should enter your full Skidmore e-mail address and select Forgot Password to log-in; every matriculating student already has an account. Follow the prompts and complete any missing information in your profile to gain access.

upload your resume to the My Documents tab. forget to change the password to something you will remember.

Liberal Arts Career NetWORK (LACN): This is a consortium of 31 top liberal arts colleges and universities which collaborates to position students and graduates for a competitive advantage in the global marketplace. The LACN job and internship database markets internships, summer positions, and full-

Meet the Staff

Kim Crabbe, Director of the Career Development Center

COMMON MYTHS

Myth: the Career Development Center graduation.

Reality: While some students already have a career goal in mind when they begin Skidmore, there are many that are in the process of deciding. The Career Development Center can help you to develop decision-making strategies and related action steps. We offer career counseling and assessments such as the Strong Interest Inventory and the Do What You Are (based on the Myers-Briggs Type Indicator) which will help you examine your interests and personality in relation to potential career options. No advanced preparation is needed. We offer services to students who are undecided too.

Myth: The Career Development Center is just for juniors and seniors.

Reality: Career development is a process and we recommend that you begin as early as your first year of college considering potential majors and careers. We partner with alumni to host a job shadowing program over the winter break where students can learn more about a particular field or profession. Your first and second year of college is a great time to update your resume and identify the kinds of

with people who are in the careers you are considering. Internship opportunities are available to those students who would like an early start.

Myth: If I am continuing my education after graduation, I do not need to go to the Career Development Center.

Reality: We offer several resources to students and alumni who are considering graduate or professional school. We hold an annual Graduate and Professional School Expo and host admission representatives throughout the year. Shannon Rodriguez, Associate Director for Pre-professional and Graduate Study, can help you explore your options and support you throughout the application process. Applicants will be expected to research and identify graduate programs of interest. We have a graduate school guide and matrix in the My Resources section of MyQDC Account which can help get you started and stay organized.

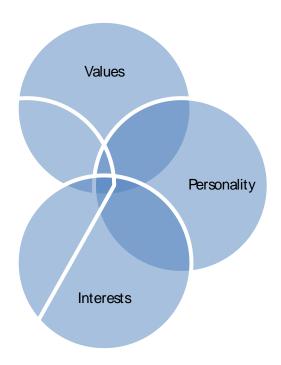
EXPLORE YOUR OPTIONS

THE CAREER DEVELOPMENT PROCESS

Helping individuals increase self-understanding of their abilities, interests, values, and goals is a vital foundation of the career development process. Next, students will explore how their educational choices relate to potential occupations. While gaining an understanding of potential resources and options, students will establish goals, build their network, apply for opportunities, and develop the ability to articulate the value of a liberal arts degree and other self-marketing strategies. The earlier students learn how to navigate this process, the more prepared they will be to navigate it successfully over time. Most individuals will engage in the career development process multiple

UNDERSTANDING YOURSELF

Career counselors can help you to reflect on your interests, skills, values, and personality through the use of self-assessment and counseling. All of these factors come together to influence how satisfied you will be in your career and work environment.



CARLER ASSESSMENTS

As essments on the session of a useful fool to explore majors and careers you might enjoy. We offer the strong and MBTI Career Report. Besed on an interpretation of your interests and personality, this report helps you to gain a more complete picture of your potential career direction and to identify relevant occupations. To get started, please call 518-580-5790 to schedule an appointment to talk about career assessments.

INTERESTS

If you enjoy commeting a task, you are more likely to be successful at performing that task in your career. What are you doing when you feel most energized? When you reflect back on your past accomplishments, when did you feel most proud?

PERSONA'_ITY

People *end to have the most satisfaction in careers that allow them to express what comes naturally to them Do you prefer to learn by doing hands-on activities or by applying logic and analyzing? Do you prefer step-by-step instructions or to be allowed to just work it out?

VALUES

You are more likely to feel satisfied in your work if that position aligns well with your values. Lifestyle issues such as location, compensation, flexibility, and length of commute should be considered when considering a position. In addition, general values should be considered when exploring particular fields and industries. How important is it to you to have a sense of recognition or achievement? Do you prefer to work independently or as part of a team?

Volunteer during breaks and during the semester, if possible.

Explore What Can I Do With This Major? http://whatcanidowiththismajor.com/major/

4) Evaluate Options and Decide

Narrow your list to two or three options. Write out the pros and cons of each. If torn between two majors, consider doing both or completing a minor.

THE FOUR YEAR PLAN

The First Year:

- 1) Schedule an appointment with the CDC 518-580-5790.
- 2) Complete your profile on MyCDC Account. Use your Skidmore e-mail address, then select forgot password to log-in.

3)

Senior Year

- 1) Apply for opportunities of interest through My CDC Account. Don't panic if you're not interested in any of the recruiters or listings they represent only a small portion of the employment picture.
- 2) Check out the off-campus <u>recruiting programs</u>, such as the ECCD and CIC events held in major cities throughout the country, to see if you'd like to apply for any interviews.
- 3) Check Skidmore's job listing databases in My CDC Account, including jobs posted to Skidmore and to our consortium, LACN (Liberal Arts Career Network), NIC (Nationwide Internships Consortium), and Passport Career.
- 4) Network with <u>career advisors</u> as well as faculty, friends, family, former employers, and fellow members of the professional association(s) you joined.
- 5) Meet with a career counselor to develop an individualized job search plan

