



# Welcome to the Career Development Center

California State University, Los Angeles  
[www.calstatela.edu/careercenter](http://www.calstatela.edu/careercenter) (323) 343-3237

## CAREER COUNSELING

Choosing an academic major and investigating career options and graduate/professional programs are important career planning steps. Integrating all the details of a job search is an important career placement procedure as well. Students and clients can make appointments with professional career counselors to discuss these issues on an individual basis.

## UNIV 298

UNIV 298 is a two-unit course (CR/NC) that assists students in relating majors to careers and in developing the skills necessary to be competitive in the world of work. This interactive class helps students develop their full potential and provides career planning tools to translate academic training into a satisfying career. The course is offered every quarter and students can register through GET.

## WORKSHOPS

A variety of workshops is offered each quarter to assist students with their job search. Workshops address such topics as interview techniques, resume writing, and job search strategies. The workshop schedule is available online and can also be picked up at the Career Center reception desk.

### General Information

#### Hours of Operation

Monday-Thursday	8:00 am – 6:00 pm
Friday	8:00 am – 5:00 pm

#### Walk-in Counseling Hours

Monday-Thursday	11:00am – 2:00 pm
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Appointments/Information	(323) 343-3237
Internships	(323) 343-3283
On-Campus Interviews	(323) 343-3276
Student Employment	(323) 343-3277

## CAREER DEVELOPMENT RESOURCES

### Computer-Assisted Guidance

**Career Assessment Instruments.** The Strong Interest Inventory (SII) and Myers-Briggs Type Indicator (MBTI) are offered through individual appointments. A small fee is charged for each instrument.

**Choices.** This career database provides detailed descriptions of over 600 different job titles, as well as outlook information and average salaries for each title.

**Perfect Interview** is an interactive software that provides mock interviews. A webcam records student responses to an interviewer's questions. Students can view their responses and see a pre-recorded sample of an expert response. This program also has an online version, available via our website.

**WinWay Resume** is a software program that automates the entire resume writing process, from overall format to job specific content.

### Career Resource Library

The Center maintains a comprehensive collection of books, directories, binders, videos and some DVD's on the following topics:

- Academic majors and careers
- Interviewing techniques, resume and cover letter writing, job search techniques
- Job search for special populations
- Salary surveys and labor statistics
- Graduate/professional programs
- Civil service positions
- Company profiles

The library also features six computers for students to use for career-related purposes.

In addition, students can view career-related videos in our interview rooms.

### Eagle iJobs

The Career Center provides exclusive job listings to Cal State L.A. students featuring full and part-time on and off-campus jobs and internships via Eagle iJobs. All job seekers are encouraged to register with the service, and can see the front desk for details.

## EMPLOYMENT

### Student Employment

There are two student part-time on-campus employment programs. Job openings for both programs are posted in the Career Center.

- **Student Assistant:** Students are employed to assist faculty and staff on a part-time basis, maximum of 20 hours per week, in many of the offices and departments of the University. Students may consult the Student Employment Office for specific policies regarding these positions.
- **Federal Work-Study (FWS):** This is a federal financial aid program intended to increase part-time employment opportunities for financially eligible students. FWS awards are made by the Center for Student Financial Aid (Student Affairs, Room 124). Due to budget constraints, not all financially needy students are awarded FWS.

### Job Location and Development Program

The Job Location and Development Program develops and advertises off-campus employment opportunities and makes them available to our students and alumni.

- **Job Referral:** A wide range of vacancies is made available to the campus community in business, industry, civil service, and education. These vacancies are frequently updated and placed in binders, online or on our tables.
- **Internships/Cooperative Education:** Internships are paid or unpaid and offer students hands-on experience in their major discipline. Cooperative Education positions are internships which enable the student, with department approval, to earn elective credit toward an academic major or minor.
- **Off-Campus Federal Work-Study:** Students with Federal Work-Study (FWS) awards can combine community service with active learning by pursuing these jobs, many of which are in schools and social service settings.

### On-Campus Interview (OCI) Program

The OCI Program enables seniors, graduate students, recent CSULA graduates, and CSULA alumni to arrange interviews with representatives of business, industry, and government agencies. The interviews take place in the Career Center and are for full-time entry-level positions. Interviews are held during the Fall and Spring quarters.

## CAREER/JOB FAIRS

Each year over 200 employers visit the campus during Fall and Spring quarters to participate in the Career/Job Fairs, traditionally held in October and April. Company and agency representatives are interested in employing students with a variety of majors and a wide range of experiences and are eager to hire for full-time, part-time and internship positions.

Every March a Teacher Recruitment Fair is held at which representatives from fifty or more school districts come to campus to hire candidates who have, or are close to getting their credentials.

### SPECIAL NOTE REGARDING CAREER CENTER ACCESS FOR RECENT GRADUATES

Cal State L.A. graduates are entitled to a quarter of free access to Career Center services. For example, June graduates can use our services for free for the following Summer Quarter. However, if they request access after that period, they must become a Career Center Associate, or show membership in the CSULA Alumni Association.

### CAREER CENTER ASSOCIATES/ALUMNI CARD HOLDERS

Cal State L.A. graduates can continue to use our services by becoming Career Center Associates, who pay an annual fee of \$25 to the Career Center. Current members of the CSULA Alumni Association are also entitled to use most Career Center services. Services include:

- Access to job listings in the Career Center and on Eagle iJobs
- Use of the Career Resource Library
- Individual appointments with a career counselor (maximum of four per year)
- Participation in workshops and career information programs
- Use of computer-assisted programs
- Participation in On-Campus Interviews, limited to a space-available basis (Cal State L.A. graduates only)
- Attendance at all Career/Job Fairs