

Career Services Program Partnerships

The St. Norbert College Career Services Office invites you to partner with us in providing relevant career development-oriented programming for our current students. By partnering in such opportunities, you help students better understand the value of their liberal arts education and how it fits into the world around them. This brochure describes numerous ways you can support Career Services in its student outreach.



Why partner with us?

It truly does take a village to raise a child. Similarly, it takes an active and dedicated partnership composed of Career Services staff members, current students, faculty and staff, alumni, and professional partners to provide a nurturing career foundation for St. Norbert's undergraduates and graduates.

How can you partner with us?

Whether resident assistant, student leader, staff or faculty member, we ask you to be aware of the career development needs of those students with whom you come into contact. As you hear them express needs and concerns, consider whether a Career Services' program might be beneficial. We would love to partner with you to enrich the learning environment and career goal development for students.

If interested in partnering with us, please contact us via our main line (920-403-3040) or e-mail (careers@snc.edu).

St. Norbert College Career Services Office

Mission Statement

Career Services is committed to empowering students and alumni in the career development process as they make meaningful connections with and contributions to the world. This is done with respect to a liberal arts foundation guided by Catholic Norbertine principles. To accomplish this, Career Services partners with students, alumni, professional partners and campus community members.

Location

John Minahan Science 106; 100 Grant Street
De Pere, WI 54115-2099

Contact Information

Ph: (920) 403-3040

Fx: (920) 403-4052

E-mail: careers@snc.edu

Web Page: www.snc.edu/career

Hours of Operation

Monday-Friday, 8:00 a.m. – 4:30 p.m.
Evenings by appointment.

The Career Services Office Staff

Jerry Donahue, Director

Mandy Nycz, Assistant Director

Jenny Schroth, Assistant Director Internships

Jodie Gehm, Office Manager

(Last revised: 10/08)



Guide to Campus Partnerships “Presentations and Programs”



The Career Services Office
--Connecting Students with the World--

Topics on Which We Typically Present



The Professional Perspective

- Finding an Internship
- Developing Networks/Contacts
- Developing Job Search Strategies

Practice Makes Perfect

- Resume Writing
- Professional Correspondence
- Interviewing Skills
- Preparing for Second Interviews

Putting the Pieces Together

- Choosing Your Major
- Attending Graduate School
- Developing Professional Portfolios
- Researching Organizations and "Job Fit"

Overviews

- Job Market Basics--an overview
- St. Norbert College Graduate Follow-Up Survey Report

Specialized Topics (samples)

- Marketing Your
 - Liberal Arts Degree
 - Resident Assistant Experience
 - Leadership Experience
 - Scientific Experience



Special Presentations We Can Do



What Can I Do with a Major in...? – This program requires additional planning time as compared with workshop topics because it often includes the use of alumni panelists. These panelists share what majors they pursued at St. Norbert College, internships they held, and the career paths they have taken since graduation. In addition, they share reflections on what they enjoy or find challenging about their positions and what they would have done differently prior to graduation if given the opportunity.

Don't Cancel Class!! – If professors know in advance that they will need to cancel class, we encourage them to consider an alternative. Invite Career Services to take the class session and present on any number of topics including (1) an overview of career resources and services, (2) the previously stated workshop topics, and (3) What Can I Do with a Major in...? We can present for the entire class period or for a portion of it--whatever best suits student needs.

Career Assessments – Career Services staff members are trained to give and interpret career assessment instruments including: FOCUS, the Strong Interest Inventory, and the Myers-Briggs Type Indicator. Students have an opportunity to take the assessments and have them interpreted through one-on-one counseling sessions. In addition, workshops can be conducted on how such knowledge can impact choice of career, communication skills and the work environment.

Support These Programs



One-on-One Counseling – With a staff member, identify the student's skills, values, and interests while setting academic (major and/or graduate school) and career-oriented goals.

SNC Full-time/Internship Fair – Our annual, on-campus event to connect our students with employers.

Professional Internship Experience – Learn about and sample career fields through hands-on experience, either full or part-time.

Mock Interview and Networking Events – Develop refined skills in interviewing and networking while learning about occupational trends and potential contacts.

WorkForce – Attend this job fair in Milwaukee for private college students seeking full-time employment or internships.

Career Contacts – Conduct informational interviews with Alumni and Friends of the College who work in occupations related to the student's major field of study and/or career interests.

On-Campus Interviews and Resume Referral – Every year employers want to hire qualified SNC students for full-time and internship positions. Sign up through "Career Connections" to participate in these services.