

September and October 2009 Career Services Calendar of Activities

The following is provided by the **Career Services Center (CSC)** to assist Lehman students and alumni with their career development and job search so they can successfully meet the challenges of this current global job market.

Sign up in advance for these activities at www.lehman.edu/careerservices and click on College Central Network

INFORMATION SESSIONS AND RECRUITMENT

MTA New York City Transit Internship Program – Paid and Unpaid Opportunities – Shuster 229

Must attend a Prequalification Session to be considered for Internship: Friday, Sept. 4 from 2-3pm; Thursday, Sept. 10 from 4-5pm; or Monday, Sept. 14, 3-4pm. General requirements: Minimum 60 credits earned, currently registered at Lehman with at least 12 credits and cumulative GPA of 2.0.

For more information contact Juan Vazquez, Internship Coordinator at CSC.

Internship Forum –

Wednesday, Sept. 23, 2-4pm, Music Bldg., East Dining Room

Meet employers offering internships and find out how to apply. Experience an internship through the testimonials of other Lehman students. Refreshments will be served.

YAI/National Institute for People with Disabilities –

Monday, Oct. 19, 3:30-5pm, Shuster 336

YAI, recognized as the #1 Best Company to work in NY as a leading health and human service agency serving individuals with intellectual and developmental disabilities, is recruiting for entry level and experienced based professional positions. Business Dress and resume and cover letter required.

Contact Bascillia Touissaint at CSC for further information.

Alumni Mentoring Network Social –

Thursday, Oct. 22, 6-8pm, Music Bldg. East Dining Room

A panel of professionals, Lehman alumni and students will discuss **“What International Students Should Know About Immigration Laws and Employment”**. Come join us to meet with Lehman alumni interested in serving as mentors to provide career advice, guidance, and support through CSC’s online mentoring program. Refreshments will be served.

WORKSHOPS - in Career Lab, Shuster Room 229

YOUR RESUME NEEDS WORK!

This workshop will give you practical tips and hands-on instructions on how to write an effective professional resume that will help you stand out in your job search.

- **Tue.**, Sept. 1, 5-6:30pm **Wed.**, Sept. 9, 3:30-5pm **Wed.**, Sept. 16, 5-6:30pm
- **Mon.**, Sept. 21, 3:30-5pm **Tue.**, Sept. 29, 5-6:30pm
- **Fri.**, Oct. 9, 2-3:30pm **Wed.**, Oct. 21, 5-6:30pm **Mon.**, Oct. 26, 3:30-5pm

PREPARING FOR YOUR INTERVIEW

Develop an understanding of the interview process; learn questions potential employers may ask and how to respond to each, the importance of professional attire, and follow-up guidelines.

- **Fri.**, Sept. 4, 3-4:30pm **Tue.**, Sept. 15, 5-6:30pm **Wed.**, Oct. 14, 3:30-5pm

PUT YOUR INTERVIEW SKILLS TO PRACTICE

This is a follow-up to the Preparing for Your Interview workshop. In this session you will practice interviewing and develop a style of your own so you can be “ready to impress”. Bring your resume.

- **Fri.**, Sept. 11, 3-4:30pm **Wed.**, Sept. 30, 5-6:30pm **Wed.**, Oct. 21, 3:30-5pm

THE JOB SEARCH—HOW DO I START?

Learn to use different approaches and resources in identifying job opportunities and applying for them.

- **Mon.**, Oct. 5, 3:30-5pm **Tue.**, Oct. 27, 5-6:30pm

MAKING THE MOST OUT OF CAREER/JOB FAIRS

Learn how to use and benefit from career and job fairs and practice your “one-minute pitch” to employers.

- **Wed.**, Oct. 7, 5-6pm **Wed.**, Oct. 28, 3:30-4:30pm

HOW CAN I FIND A MENTOR IN MY FIELD?

Learn how Lehman Alumni can guide and support you in your professional development and in attaining your career goals through the online Lehman Alumni Mentoring Network.

- **Thur.**, Sept. 24, 11am-12pm **Fri.**, Oct. 16, 12-1pm