



April and May 2009

Career Services Center (CSC) Calendar of Activities

The following is provided by CSC to assist Lehman students and alumni with their career development and job search so they can successfully meet the challenges of today's global job market.

INFORMATION SESSIONS AND RECRUITMENT

Preparing for a Teaching Career—Wednesday, April 22, 2-3:30pm, Carman Hall B34.

Sponsored by the Lehman Chapter of the Future Educators Association (FEA) and the Career Services Center.

Icahn Shelter—Monday, April 27, 3:30-5:30pm, Shuster Hall Room 336

Information Session and Recruitment for full time CASE MANAGEMENT positions with this nonprofit organization seeking Alumni and May 2009 graduates.

U.S. Navy Campus Tour—Wednesday, April 29, 10-2pm, Campus Quad (outside of Music Bldg)

Civilian Complaint Review Board—Date to be announced—Recruiting for Investigative 1 positions. Alumni and 2009 graduates are encouraged to apply. For more information contact Bascillia Toussaint at Career Services.

WORKSHOPS-in Career Lab, Shuster Room 229

Register in advance for these FREE workshops to guarantee a seat and your own workshop materials at www.lehman.edu/careerservices and click on College Central Network

THE 4-STEP JOB SEARCH SERIES

In these times of economic uncertainty it is important to learn the fundamentals of the job search process. From preparing the resume to practicing your interviewing this 4-step series should help you develop the essential skills to compete effectively in this job market.

STEP 1. RESUME AND COVER LETTER

If you have never written a resume and cover letter, this workshop will give you practical tips and hands-on instruction on writing a professional resume and cover letter.

☀ Mon., April 6, 3:30-5pm ☀ Wed., April 29, 2-3:30pm ☀ Mon., May 4, 5-6:30pm
(For Education minors)

STEP 2. HOW TO GET A JOB INTERVIEW

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

☀ Mon., April 20, 3:30-5pm ☀ Wed., May 6, 2-3:30pm ☀ Thur., May 7, 5-6:30pm
(For Education minors)

STEP 3. INTERVIEWING TECHNIQUES

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.

☀ Thur., April 23, 5-6:30pm ☀ Mon., May 11, 3:30-5pm ☀ Wed., May 13, 2-3:30pm
(For Education minors)

STEP 4. PRACTICE INTERVIEWING

This is a follow-up to the "Interviewing Techniques" workshop. In this session you will practice interviewing to help you develop your communication skills and style for an interview. Please bring your resume.

☀ Tues., April 28, 5-6:30pm ☀ Wed., May 13, 4-5:30pm

FINDING 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.

☀ Fri., April 3, 2-3pm ☀ Tues., April 21, 2-3pm ☀ Mon., April 27, 5-6pm

SUMMER VOLUNTEER OPPORTUNITIES

Ever wonder how you can give back to your community during summer break? Come to this interactive workshop and learn about the various opportunities that Lehman has to offer you.

☀ Thur., April 30, 2-3pm ☀ Thur., April 30, 4-5pm

