

Job Search Series
Information for Juniors and Seniors
in the Colleges of Arts & Sciences and Business Administration

Schedule and Session Times:

- The Fall 2009 Job Search Series will be offered on six Mondays: October 5, 12, 19, 26, November 9, 16.
- The 0400PM-0530PM sessions are recommended for Education & Human Services majors.
- The 0600PM-0730PM sessions are recommended for Arts & Sciences and Business Administration majors.
- We suggest that you attend the session time recommended for your major. Speakers will target their presentations to those majors.
- However, if you have classes at the recommended time, you are welcome to register for the other time.

Participation/Registration:

- Students do not have to attend all of the sessions to participate. If there is a topic of interest to a student, he or she is encouraged to attend that particular session.
- However, if a student wants to earn a Certificate of Completion, he/she must meet the requirements below.
- **All students should complete the online registration form at www.clarion.edu/115577.** Be sure to select the appropriate time so the CSC staff can plan in advance.
- **Registration deadline: Sunday, October 4, 2009.**

Certificate of Completion:

- Students may choose to earn a JSS Certificate of Completion by meeting the following criteria:
 - **Attendance:** You must attend a minimum of five entire sessions.
 - **Certificate Requirements:** You must successfully complete at least five certificate requirements.
- **If you plan to earn a Certificate of Completion, please be sure you can commit to the required dates, times, and requirements before registering online.**

Schedule for Arts & Sciences and Business Administration Majors:

Date	Time Period	Location	Session Topics	Certificate Requirements	Assignment Deadline
Monday, October 5, 2009	0600PM-0730PM	Gemmell Multi-Purpose Room	<ul style="list-style-type: none"> • Overview of Series • Overview of CSC • References 	To create a list of references and submit it as a Word document through Turnitin	Monday, October 12 11:30 PM
Monday, October 12, 2009	0600PM-0730PM	104 Founders	<ul style="list-style-type: none"> • Resume Writing • CCN Registration 	To create a resume and submit it as a Word document through Turnitin	Monday, October 19 11:30 PM
Monday, October 19, 2009	0600PM-0730PM	Gemmell Multi-Purpose Room	<ul style="list-style-type: none"> • Interview Attire • Interviewing 	To develop written responses to five interview questions and submit the responses using Optimal Interview	Monday, October 26 11:30 PM
Monday, October 26, 2009	0600PM-0730PM	Gemmell Multi-Purpose Room	<ul style="list-style-type: none"> • Networking • Networking Sites • Career Fair Preparation 	To complete the "Who's in Your Network" sheet	Monday, November 9 11:30 PM
Monday, November 9, 2009	0600PM-0730PM	Gemmell 250-252	<ul style="list-style-type: none"> • Application Letters 	To create an application letter and submit it as a Word document through Turnitin	Monday, November 16 11:30 PM
Monday, November 16, 2009	0600PM-0800PM	Eagle Commons 107/108	<ul style="list-style-type: none"> • Professional Etiquette (dinner/program) • Registration cost: \$15 	To wear appropriate interview attire to the Professional Etiquette dinner and program	Monday, November 16 6:00 PM

Questions?

Contact the Career Services Center at 814-393-2323 or careers@clarion.edu.