

# AMICA CENTER FOR CAREER EDUCATION

## BRYANT UNIVERSITY SPRING 2010

# PROGRAMS & WORKSHOPS

**ALL PRESENTATIONS HELD IN THE AMICA CAREER CENTER UNLESS OTHERWISE NOTED**

### ORIENTATIONS & WORKSHOPS

#### **Corporate Recruiting Program Orientation** (One Hour)

Required for any full time senior or graduate student who wishes to participate.

Wednesday	January 27	2:00 pm	Friday	January 29	1:00 pm
Thursday	January 28	11:30 am	Monday	February 1	4:00 pm

#### **Orientation to Academic Internships** (One Hour)

One session is required to participate in our Academic Internship Program.

Thursday	January 28	5:00 pm	Thursday	March 25	Noon
Tuesday	February 2	5:00 pm	Tuesday	April 6	4:00 pm
Wednesday	February 17	7:00 pm			

#### **Internships & Summer Jobs for International Students** (One Hour)

Specific resources for international students & information on OPT & CPT regulations.

Tuesday	February 9	4:00 pm	Papitto
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#### **Internships & Summer Jobs for Multicultural Students** (One Hour)

Specific resources for multicultural students seeking a "Great" summer job or internship.

Monday	February 8	3:30 pm	Papitto
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#### **Your Perfect Resume** (30 Minutes)

Perfect your resume. Beginners to those with a final draft are welcome.

Monday	February 8	4:30 pm	Wednesday	February 24	3:00 pm
Tuesday	February 9	10:30 am	Tuesday	March 2	5:00 pm
Wednesday	February 10	2:00 pm	Monday	March 29	5:00 pm

#### **Your Perfect Cover Letter** (One Hour)

Create winning cover letters! Leave with a draft. **Sign up for a lab** on the BCC calendar.

Friday	January 29	2:00 pm	Wednesday	February 10	10:00 am
Monday	February 8	Noon	Tuesday	February 23	6:00 pm
Tuesday	February 9	3:00 pm	Thursday	March 18	2:00 pm

#### **Secrets to Successful Interviewing** (One Hour)

Discover the skills and techniques for mastering the interview process.

Thursday	January 28	4:00 pm	Wednesday	February 10	3:00 pm
Tuesday	February 2	6:00 pm	Wednesday	February 17	Noon
Tuesday	February 9	5:30 pm	Monday	March 15	4:00 pm

#### **How to Work a Career Fair** (30 Minutes)

Learn how to make the most of these networking opportunities.

Wednesday	February 24	6:00 pm	Tuesday	March 2	4:00 pm
Monday	March 1	3:30 pm			

**CAREER FAIR 2010**      **Wednesday, March 3 • 5:00pm-8:00pm • MAC**  
*Watch for Registration Details Coming Soon!*

## Considering a Career with the Federal Government? (One Hour)

Covers the application process and what to consider when entering this profession.

Thursday March 4 1:00 pm

## Job Search Minute Clinics (30 Minutes or Less)

Topics: •Are You Linked In? •Job Search ePitch •Salary Expectations & Negotiations

Dates and Time TBA the weeks of March 21 & April 18

## Job Search Power Hour (One Hour)

Beyond BCC: Best strategies for your job search. Comprehensive tips and resources for seniors on how to manage an effective job search in a difficult economy.

Wednesday	February 3	2:00 pm	Tuesday	March 16	1:00 pm
Wednesday	February 10	4:00 pm	Monday	March 29	6:00 pm
Thursday	February 18	4:00 pm	Wednesday	April 7	2:00 pm
Monday	February 22	3:30 pm	Wednesday	April 14	7:00 pm

## Graduating Without a Job, Now What? (One Hour)

It's not too late! Get last minute steps to jumpstart your job search.

Monday April 26 6:00 pm Wednesday April 28 2:00 pm

## For Juniors Only (45 Minutes)

Learn how to prepare this summer for your Senior Job Search.

Thursday April 22 6:00 pm

## Internships A-Z with Donald Asher (One Hour)

Discover effective strategies for securing internships for: EXPERIENCE, ADVENTURE OR HIGH PAY!

Wednesday March 17 4:00 pm

## Intern in Washington DC – Summer, Fall or Spring! (One Hour)

Covers the enrollment process. Earn 12-15 credits. Sophomores & Juniors should attend.

Tuesday February 9 2:00 pm

## Intern in London Internship Program – Summer 2011 (One Hour)

Covers the enrollment process. Earn 6 credits. Sophomores & Juniors should attend.

Tuesday March 23 7:30 pm

## Career Planning 101

Course covers Center overview, self-assessment, career resources, skill building & more...

2 sessions are offered for 5 consecutive weeks. **Sign up is required before first class.** Choose your section: Tuesdays or Wednesdays starting March 16 OR 17. 3:30 pm-4:30 pm.

Call 232-6090 to register or email us at [careers@bryant.edu](mailto:careers@bryant.edu) with your class year, major or undeclared, phone number and the section you want.

## Setting the Course for Graduate School (One Hour)

This workshop will cover all aspects of the application process to get you started early!

Thursday February 4 5:00 pm

**Become a Fan of the Amica Career Center and stay up-to-date on events, workshops and career information.**



## PROGRAMS & SPECIAL EVENTS

### Careers in.....Sales (One Hour)

Panel of Bryant alumni share career path information. Great networking opportunity.

Thursday      March 18      9:30 am      Papitto

### Careers in.....Finance (One Hour)

Panel of Bryant alumni share career path information. Great networking opportunity.

Date and Time TBA      Boston, MA

### Careers in..... The Consumer Goods & Retail Industries (One Hour)

Learn about career opportunities in these exciting and innovative industries!

Date and Time TBA

### Green Careers (One Hour)

Learn about careers with environmentally responsible companies, agencies and nonprofits.

Date and Time TBA

### Careers Off the Beaten Path (One Hour)

Learn about nontraditional full time employment alternatives beyond the corporate world.

Thursday      March 25      5:00 pm

### How to Find a "Great" Summer Job!

Jumpstart your summer job search. All workshops held in the Amica Career Center.

#### MONDAY, FEBRUARY 8

**Your Perfect Cover Letter**      Noon (sign up on BCC)  
**Summer Job Search**      2:00pm  
**Your Perfect Resume**      4:30pm

#### TUESDAY, FEBRUARY 9

**Your Perfect Resume**      10:30am  
**Your Perfect Cover Letter**      3:00pm  
 (sign up on BCC)  
**Summer Job Search**      Noon  
**Secrets to Successful**      5:30pm  
**Interviewing**

#### WEDNESDAY, FEBRUARY 10

**Your Perfect Cover Letter**      10:00am  
 (sign up on BCC)  
**Your Perfect Resume**      2:00pm  
**Secrets to Successful**      3:00pm  
**Interviewing**  
**Summer Job Search**      6:30pm



### Senior Transition Series      (*Sign up required on BCC*) ***Making the Transition from College Student to New Professional!***

**Dinner  
 Provided!**

**MANAGING YOUR MONEY**      February 24      5:00 pm  
 Learn how to manage on a limited budget and begin investing

**ANALYZING YOUR HR PACKAGE**      March 31      5:00 pm  
 Discover what to look for in a great benefit package and what questions to ask.

**SUCCESSFULLY TRANSITIONING TO  
 YOUR FIRST PROFESSIONAL JOB**      April 7      5:00 pm  
 Learn about the do's and don'ts of being a good employee & get your career started on the right path.

**GETTING YOUR FIRST APARTMENT**      April 21      5:00 pm  
 Discover your rights and what to look for before signing a lease.