

# AMICA CENTER FOR CAREER EDUCATION

## BRYANT UNIVERSITY SPRING 2012

# PROGRAMS & WORKSHOPS

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

### **Recruiting Program Orientation** (50 Minutes)

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

OPEN TO FULL TIME SENIORS AND MASTERS CANDIDATES. IF YOU **DID NOT ATTEND** A RECRUITING ORIENTATION IN THE FALL AND WISH TO PARTICIPATE IN THE RECRUITING PROGRAM (BCC ACCESS FOR ON-CAMPUS INTERVIEWS AND/OR JOB POSTINGS) **YOU MUST VIEW THE RECRUITING ORIENTATION WEBINAR IN THE AMICA CENTER AND COMPLETE APPROPRIATE FORMS.** CALL OR STOP BY THE AMICA CENTER FOR FURTHER INFORMATION.

### **Orientation to Academic Internships** (45 Minutes)

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

Thursday	February 9	Noon	Tuesday	February 21	5:30 pm
Tuesday	February 14	3:30 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 27	3:00 pm	Tuesday	February 21	5:00 pm
Monday	January 30	12:30 pm	Wednesday	March 7	11:00 am
Thursday	February 2	10:00 am	Thursday	March 29	2:00 pm

### **Interviewing for the Beginner** (30 Minutes)

Students with little or no interviewing experience will benefit. Covers the basics.

Friday	January 27	Noon	Wednesday	February 1	10:00 am
Monday	January 30	3:30 pm	Thursday	March 8	3:00 pm

### **Interviewing for Seniors** (45 Minutes)

Beyond the basics: tips and strategies for success with interviews both on and off campus.

Friday	January 27	12:30 pm	Wednesday	February 1	10:30 am
Monday	January 30	4:00 pm	Thursday	March 8	3:30 pm

### **Career Planning 101**

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

2 sessions are offered for 5 weeks. **Sign up is required before first class.** Choose your section: **Tuesdays starting February 7 from 3:30pm-4:30pm or Wednesdays starting February 8 from 2:00pm-3:00 pm.** Call 232-6090 to register or email us at [careers@bryant.edu](mailto:careers@bryant.edu).

### **RESUMANIA!**

Final resume draft critiques. Prepare for Career Fair 2012! First-come, first-served.

Wednesday	February 8	2:00 pm– 4:00 pm	<b>ALL STUDENTS WELCOME!</b>		
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### **How to Work a Career Fair** (30 Minutes)

Learn how to make the most of these networking opportunities.

Friday	February 24	Noon	Tuesday	February 28	10:30 am
Monday	February 27	3:00 pm			

**CAREER FAIR 2012 Wednesday, February 29 • 5:00pm-8:00pm • MAC**  
**Register on Banner in Secure Area/Personal Information. Watch for details by email, mail and on our website: [www.bryant.edu/career](http://www.bryant.edu/career)**

## How to Find a "Great" Summer Job or Internship (One Hour)

Learn tips and strategies for making the most of your summer work experience.

Thursday	February 23	3:00 pm	Tuesday	April 10	Noon
Monday	March 26	1:00 pm			

## Intern in Ireland EUSA Program – Summer 2012 (One Hour)

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

Monday	January 30	5:30 pm
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## Sophomores – Internship Jumpstart! Preparing to Intern Junior Yr.

Discover what you should be doing now to prepare for this valuable experience. (One Hour)

Tuesday	April 17	6:00 pm	Wednesday	April 18	5:00 pm
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## Juniors – Career Jumpstart! Advice for Your Senior Yr. Job Search

Learn what to expect next year & how to prepare this summer. (One Hour)

Wednesday	April 25	5:30 pm
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## Internship "GAME PLAN" for Student-Athletes (One Hour)

Find out what you should be doing now to secure a quality internship while at Bryant.

Date and Time TBA: *Watch for more information coming to you via email this Spring!*

## Undeclared? Strategies for Selecting a Major and Minor (30 Minutes)

Discover resources and strategies to help you declare your major and choose a minor!

Friday	February 17	Noon	Monday	February 27	4:00 pm
Wednesday	February 22	3:30 pm	Thursday	March 1	Noon
Friday	February 24	12:30 pm	Friday	March 9	10:00 am

## Arts & Sciences Majors Considering Graduate School? (One Hour)

Addresses selection and application process specific to Arts & Sciences majors.

Monday	April 9	3:00 pm	Tuesday	April 17	Noon
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## Arts & Sciences Graduate School Panel Presentation (Two Hours)

Listen to Bryant alumni as they discuss their graduate school experiences in Sociology, Politics & Law, Math, Communication and Psychology.

Wednesday	April 11	4:00 pm	<b>ALL STUDENTS WELCOME!</b>
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## Applying to Graduate School for All Majors (One Hour)

Discover what you need to know about the application process & resources available.

Tuesday	April 3	3:00 pm
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## Career Conversation Series (One Hour)

Listen to experts in a variety of fields talk about their career path and industry.

<b>NONPROFIT CAREERS</b>	Wednesday	February 1	5:00 pm	<b>BC Room 1</b>
<b>CAREERS IN FILM</b>	Wednesday	February 15	4:00 pm	Amica Center
<b>CAREERS IN PUBLIC RELATIONS</b>	Tuesday	February 28	3:00 pm	Amica Center
<b>CAREERS IN STATISTICS</b>	Wednesday	March 28	2:00 pm	<b>BC 2A/B</b>
<b>CAREERS IN PUBLIC HEALTH</b>	Wednesday	April 4	4:00 pm	Amica Center

**Careers in...Management** (One Hour) co-sponsored with the CEO Club  
Panel of professionals will discuss their career paths and opportunities in Management.

Thursday February 16 5:30 pm Bryant Center 2-C (Tentative)

**Careers in... Marketing** (One Hour) co-sponsored with the Marketing Association  
Panel of professionals will discuss their career paths and opportunities in Marketing.

Wednesday March 7 5:00 pm Bryant Center 2A/B

**Careers in...Sales** (One Hour)  
Opportunity to learn about career options and how to get started in this industry.

Date and Time TBA: *Watch for more information coming to you via email this Spring!*

### Company Site Visits

Join us for a presentation and tour of these companies. Learn about career path options.

SHAW'S DISTRIBUTION CENTER (SUPPLY CHAIN MANAGEMENT) Date and Time TBA  
HASBRO Date and Time TBA

**Considering a Career in Teaching....What Are Your Options?** (One Hour)  
Learn the options for becoming a teacher with your Bryant degree.

Thursday February 9 3:00 pm

**The Skype Hype – How to Maximize Your Presentation to Employers**  
Learn about this new interviewing tool and what to think about when Skype Interviewing.

Date and Time TBA: *Watch for more information coming to you via email this Spring!*

**InterviewStream Online Interview Tool** Sponsored by: **DiSanto Priest & Co.**  
Practice in the privacy of your own room to prepare for your next interview!

Watch for demo's on campus this Spring and a workshop TBA! Check it out on our website!

## THE LINKEDIN SERIES

**How to Use LinkedIn – Quick Tip Sessions** (45 Minutes)  
Create or improve your profile, join groups, connect with alumni, search jobs, and more!

Monday February 13 2:00 pm Wednesday April 18 3:00 pm  
Tuesday March 6 3:30 pm

**LinkedIn Day at Bryant – Meet the Experts** (VARIETY OF PROGRAMS WILL BE OFFERED)  
Experts from LinkedIn Corporate in NYC will visit campus to provide the latest tips, best practices and hands-on advice for using this popular resource for networking, job search and more! For new and experienced users!

Wednesday March 28, (Sessions TBD): *Watch for more information coming to you via email this Spring!*

### TAKE ADVANTAGE OF THESE GREAT SERVICES

#### MOCK INTERVIEWS

Call to schedule your video-taped practice interview to prepare for the real thing.

#### 24 HOUR RESUME & COVER LETTER CRITIQUING SERVICE

Drop your documents off today!

### How to Land a Top Notch Job (One Hour)

Strategies **YOU** must take in a competitive market! **ALL** career interests/locations covered.

Wednesday	February 1	1:00 pm	Thursday	March 22	3:30 pm
Monday	March 5	2:00 pm	Monday	April 16	4:00 pm

### Job Search Strategies for Arts & Sciences Majors (One Hour)

Learn how to market your unique skills and target opportunities beyond the BCC.

Wednesday March 21 2:00 pm

### Job Search "GAME PLAN" for Student-Athletes (One Hour)

Get tips for marketing your skills to employers. Take charge of your job search.

Date and Time TBA: *Watch for more information coming to you via email this Spring!*

### Salary – What to Expect, How to Negotiate (30 Minutes)

Learn how to handle job offers, what to expect & how to choose the RIGHT position.

Wednesday	February 8	1:00 pm	Wednesday	April 18	4:00 pm
Thursday	February 16	3:30 pm			

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

Don't have a job yet? Don't panic! There's still time! Get tips on how to land a position.

Monday	April 23	2:00 pm	Wednesday	April 25	4:00 pm
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### Senior Transition Series (Sign up required on BCC)

***Making the Transition from College Student to New Professional!***

**Dinner  
Provided!**

#### MANAGING YOUR MONEY (45 Minutes)

Learn how to manage on a limited budget and begin investing.

February 9 5:00 pm

#### ANALYZING YOUR HR PACKAGE (45 Minutes)

Discover what to look for in a great benefit package and what questions to ask.

February 23 5:00 pm

#### GETTING YOUR FIRST APARTMENT (45 Minutes)

Discover your rights and what to look for before signing a lease.

March 29 5:00 pm

#### PURCHASING YOUR FIRST HOME (45 Minutes)

Find out all the details to consider when signing your first mortgage.

April 4 5:00 pm

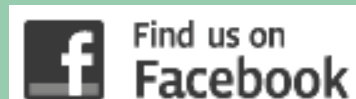
#### SUCCESSFULLY TRANSITIONING TO

#### YOUR FIRST PROFESSIONAL JOB (45 Minutes)

Learn about the do's and don'ts of being a good employee & get your career started on the right path.

April 10 5:00 pm

**BECOME A FAN OF THE AMICA CAREER CENTER  
AND STAY UP-TO-DATE ON EVENTS, WORKSHOPS  
AND CAREER INFORMATION.**



**<http://www.facebook.com/amicacenter>**

**Email:** careers@bryant.edu

**Phone:** 401-232-6090

**Website:** www.bryant.edu/career