

# Career Services

Career Services offers a variety of services to the graduating student. They help with the job search process by using their contacts with employers and staffing agencies. Students are also assisted with resumes, cover letters, mock interviews, and other job search resources.

Students are eligible to activate with Career Services after they have completed the Career Preparation classes (B122A and B122B).

Below is a short list of the services available through Career Services:

- Counseling on job searches
- Resume Assistance
- Mock interviews
- Handouts with job search sites and other resources
- Career Fairs and Workshops
- Bulletin board postings for full/part-time work

Once activated, Career Services' personnel will take information from your resume and try to match you with potential job opportunities, based on criteria such as how far are you willing to travel, what your desired pay rate is, and other search parameters. This is a joint effort and requires each student/graduate to conduct an active search, as well, and communicate those efforts with their career counselor weekly.

Information on local job fairs is often posted around campus, and Career Services tries to schedule employment-related events on campus at least once per quarter.

Career Services is also responsible for letting the MTI graduates know when their diplomas and degrees are ready for pick-up.

## **Office Hours**

Monday - Thursday: 8:30 am - 6:30 pm

Friday: 8:30 am – 5:00 pm

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