



GENEVA COLLEGE

Career Development ...embrace your calling.

"For we are God's workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do." Ephesians 2:10

PURPOSE STATEMENT

Our philosophy is based on the belief that every individual has a responsibility to discover and develop the unique gifts and talents that he or she has been given. The goal of the Career Development Center is to help students seek God's direction for their lives to become servant-leaders transforming society for the kingdom of Christ.

We provide the following general services:

- Career counseling and planning
- Academic and co-curricular planning
- Internship and career-related volunteer opportunities
- Employment opportunities
- Graduate school assistance
- Professional programs
- Resumé, cover letter and interviewing services
- Job fairs, on-campus recruitment and seminars

CAREER COUNSELING

Career counseling is available to all levels of students. These services are free, confidential and personalized.

Career counseling can help you identify:

- Your talents, interests, abilities and goals
- Potential areas of study (majors, minors, concentrations, study abroad)
- Career options
- Related experience opportunities (internships)
- Job search strategies
- Grad school options

A typical career counseling experience:

- Intake session to get to know who you are and what your needs are

- Career Direct assessment (a 35-page personalized Career Inventory)
- Overview with a career counselor
- Follow-up as needed to help determine interests, major and action plan

INTERNSHIP RESOURCES

Career Development has many internship opportunities available for all majors and students are highly encouraged to pursue internships throughout their academic program. Career Development can assist and help prepare students in their search for internships. Those wishing to secure an internship for credit must fill out an Internship 493 Registration Form available through your academic advisor, your career counselor or the registrar's office. Please note prerequisites on the form.

Opportunities are posted at:

www.ecampusrecruiter.com/geneva

and in the Peterson's Internship Guide Book in the Career Resource Center. Internships in western Pennsylvania are listed through the Regional Internship Center (<http://www.ric-swpa.org/index.html>).

STUDENTS

Career planning is a continuous process. The checklist below may serve as a helpful guide:

FRESHMEN

- Move in and get adjusted
- Focus on your studies
- Manage your time
- Get involved
- Visit Career Development
- Start the self-assessment process

SOPHOMORES

- Secure your major
- Explore career options
- Map your career path
- Get involved and network
- Start your resume
- Utilize the career resource center

JUNIORS

- Research field
- Complete an internship or related job
- Attend career workshops
- Consider a portfolio
- Continue networking
- Research grad programs

SENIORS

- Start job search strategy
- Attend career workshops
- Utilize Career Resource Center
- Schedule a practice interview
- Get resumé/cover letter done
- Follow up on grad school process

JOB RESOURCES

An average person will have at least five job changes throughout their lifetime. Career Development seeks to teach students how to conduct an effective job search, consistent with their calling, so they can manage their career changes.

Available job search services include:

- Resumé/cover letter/follow-up assistance
- On-campus recruiting
- Employment postings
- Job fairs
- Career Connections (alumni networking events)
- Summer job opportunities
- On-campus employment opportunities
- Career Resource Center
- Internships
- Practice interviewing
- Portfolio assistance
- Etiquette dinner
- Budget/finance assistance

Here's a sample of employers our 2007 grads will be working for:
Alpern Rosenthal

- American Bridge
- Ameriprise
- Azusa Pacific University
- Beaver Falls School District
- Chick-Fil-A
- Christ Community Church
- Citizens Financial Group
- CMU
- Deloitte & Touche
- Duke Med Center
- FAA
- Glenn Mills
- Grossman, Yanak & Ford
- Ligonier
- Merck & Co.

- Penn State
- PennDot
- Scott-Reid GC
- Shekinah Raneh
- Travelers Insurance
- Trinity AUG
- Upward Bound
- Victory Christian Assembly
- West Penn Hospital

Here's a sample of grad schools our 2007 grads will be attending:

- Azusa Pacific U.
- Clarion
- Duke Divinity
- Fuller Theological Seminary
- Geneva
- INOVA Fairfax Hospital
- Kent State
- Lockhaven U.
- U. of Akron Law School
- U. of Cincinnati
- U. of Findlay
- U. of Pitt
- UNLV
- Virginia Tech
- WVU

CAREER DEVELOPMENT

Location: Student Center, Upper Level

Hours: 8 am-4:30 pm, Monday-Friday

For more information:

Career Development Center

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Deep learning. Growing faith. Real life.