

## **CAREER SERVICES CENTER**

The role of the Career Services Center is to develop and deliver a variety of services and programs designed to assist you as you move toward the successful completion of your educational and career objectives. To accomplish this role, the staff in the Center provides the following:

- **Career Advising:** Career advisors assist you in developing and formulating educational and career objectives and in identifying resources and strategies to aid in resolving your career and graduate study concerns. Please make appointments in Cravens 216 or call 745-3095.
- **Career Computer Lab:** Computers are available to assist you in preparing resumes and cover letters, practicing interviewing skills, conducting employment research, and locating employment opportunities utilizing Internet.
- **Career Development Sessions:** Videotaped presentations provide information on preparing resumes, interviewing, and specific employers. Center staff members are available to faculty, student, and alumni groups to speak on a variety of career education topics. A video camera is available for your use in practice interviews.
- **Career Library:** The Career Library is designed to make available pertinent resources relating to career planning, employer literature, graduate and professional studies, manpower trends, and other related career information. You are invited to become familiar with and check out these library materials. The staff will assist you in locating and utilizing these materials.
- **Cooperative Education/Internships:** These experiences help you to enhance your education by gaining experience in your career field(s) before graduation. You are eligible for co-ops if you have completed the freshman year of study, have a minimum grade point average of 2.0, and are pursuing a degree on a full-time basis.
- **Campus Interviews:** Organizations send representatives to Western to interview registrants for vacancies that exist in their respective organization. All graduating students are encouraged to periodically check with the Center regarding detailed information about interview procedures and dates. Graduating students may sign up for interviews on the Interview Sign-up Board located in room 216, Cravens.
- **Job Vacancy Information:** The Career Services Center web site includes links to our on-line Job Vacancy Bulletin and other job vacancy sources on Internet. Binders containing job vacancy notices are maintained in the Career Library.
- **Employment Files:** This service provides registrants with a convenient centralized service for the collection, reproduction, and dissemination of the employer file. These files are maintained and copies are forwarded to any potential employer and /or graduate school at the request of the registrant or employer.
- **Web Site:** The Center Web Site has extensive materials, information and links to career related topics and resources. With access to Internet, you can view current job vacancy announcements, learn to prepare a resume, ask counselors questions, and find other helpful career advice.

**Location: Cravens Center 216      Phone: 270-745-3095**

**Web Address: <http://www.wku.edu/CareerServ/>**

Career Services Center services are available to all Western students and alumni and to employers who maintain EEO compliance and follow affirmative action principles in recruiting activities.