Meet the Graduate School program description

Are you looking for a way to connect with prospective graduate school candidates during to respond to their individual questions? If so, please consider donating three to four hours on an upcoming Friday afternoon this fall or spring to make a positive impact on a current St. Mary’s University student considering graduate education. In the Meet the Graduate School program, you have the unique opportunity to help a current student understand how their personal and professional growth goals will be met by enrolling in your graduate program in order to continue their fantastic and well-rounded St. Mary’s University education. You will also have the opportunity to help prospective students connect their future educational path to their future professional path by outlining the relevant nature of the coursework and peer and professional dialogue unique within your professional industry leading and academically rigorous degree plan, and experiential learning requirements.

How the Meet the Graduate School program works:

St. Mary’s University Career Development markets your graduate program participation and availability to create your student meeting line up. You meet with students individually for 30 minute sessions between 1 to 4 p.m. An additional meeting option allows for a small group of students to meet with you in a session between 4:30 to 5:15 p.m. At sign up, students will outline their preferred graduate school application discussion topic for your meeting.

Graduate School Application Process Topics include:

- What is the purpose of a graduate degree in the market place: is it required for entry into this field, will it prepare you for licensure or certification, how much will it raise my income afterwards?
- What is the right time for graduate education?
- What is necessary content within a resume, personal statement, and addendums to tell the applicant’s story?
- How should I prepare for a graduate program application interview?
- How do I manage costs for a graduate education: should I work a full-time job, are Graduate Teaching or Research Assistantships available, is state residency an option, what are the financial aid (loan or grants) options?

Ask an Alumni program description
How did you find out what you could do with your major? What do you wish you knew about how to succeed within a professional workplace prior to graduating and becoming a 'professional'? How did you build professional connections to find internships or work while you were a student and upon graduation?

You might have already guessed it: future Rattler alums need your career advice now. Please consider donating 3-4 hours on an upcoming Friday afternoon this fall or spring to make a positive impact on a current St. Mary’s University student. In the ‘Ask an Alumni’ program, you have the unique opportunity to help a current student understand how they can use their fantastic and well-rounded St. Mary’s University education within multiple industries AND create a clear path toward their future by laying out employer expectations of gaining relevant experience, building a strong work ethic, and understanding trends within your industry.

How the ‘Ask an Alumni’ program works:
St. Mary’s University Career Development markets your participation and availability to create your student meeting line up. You meet with students individually for 30 minute sessions between 1 to 4 p.m. An additional meeting option allows for a small group of students to meet with you in a session between 4:30 to 5:15 p.m. At sign up, students will outline their preferred career development topic for your meeting.

Career Development Topics include:
- Career options in ___________ field
- Preferred resume content and format
- Interview skill building
- Professional network contact building
- Outline day to day projects in ___________ field.

Employer Meet and Greet program description
What career path options are available within your company that would be attractive to __________ majors? What information can you provide to current St. Mary’s University students about how to succeed within a professional workplace prior to graduating and becoming a ‘professional’? What are your recommendations on building and maintaining a professional network of connections to find internships or work while a student and upon graduation?

You might have already guessed it: current St. Mary’s University need your career advice and understanding of career trends within your industry in order to make informed experiential learning and career decisions. Please consider donating 3-4 hours on an upcoming Friday afternoon this fall
or spring to make a positive impact on a current St. Mary’s University student. In the ‘Employer Meet and Greet’ program, you have the unique opportunity to help a current student understand how they can use their fantastic and well-rounded St. Mary’s University education within multiple industries and companies (yours included) AND create a clear path toward their future by laying out employer expectations of gaining relevant experience, building a strong work ethic, and understanding trends within your industry.

**How the ‘Employer Meet and Greet’ program works:**
St. Mary’s University Career Development markets your participation and availability to create your student meeting line up. You meet with students individually for 30 minute sessions between 1 to 4 p.m. An additional meeting option allows for a small group of students to meet with you in a session between 4:30 to 5:15 p.m. At sign up, students will outline their preferred career development topic for your meeting.

**Career Development Topics include:**
- Career options in ___________ field
- Preferred resume content and format
- Interview skill building
- Professional network contact building
- Outline day to day projects in ___________ field

**Spotlight on Careers Panel Series program description:**
The Spotlight on Careers Panel Series is especially targeted toward St. Mary’s University students majoring within Humanities and Social Sciences programs both at the undergraduate and graduate levels. All majors, from all colleges are welcome and encouraged to attend to learn about career options and preparation needs.

Humanities and social science students tend to be 'big picture' thinkers and are interested in and inspired by topics such as: the "WHYS?" associated with community dialogue and decision-making, definition of service needs, public policy to meet those needs, impact of not-for-profit, corporations, and governmental entities creation of and delivery of innovative services and products to meet those needs. The industry career panels will introduce students, heavily steeped in liberal arts educational tradition to humanities-based career professionals that investigate the human condition and human culture, using primarily analytical, critical, or speculative methods as well as their peers in the social science fields using more empirical methods to consider society at large and individual human behavior. This is an exciting opportunity for the students to meet their future selves in you, the panelist.
How the Spotlight on Careers Panel Series' program works:
As a panelist, we invite you to share the "HOW'S" associated with the above topics. The "day to day" work that has been the foundation of your career your field will serve as critical input to help our student’s fine tune their career expectations, exploration activities, and direction-making. Panelists will be lead through a moderated session by a St. Mary’s University faculty member or Career Development staff member to provide your input on a number of career development topics. It is our hope that you will share information about career directions, position types, internship and job search tips, as well as current internship, research or employment opportunities.

Dates for the upcoming Humanities and Social Sciences industry career panel topics are below. We are excited to introduce you to our students by serving as a panelist. Here, you have the opportunity to impact their development as they become agile and well-rounded thinkers with the ability to assess and adapt to change, analyze trends, communicate effectively, and consider the past to better prepare for the complex and pressing issues of the day and of the future. Each of these are crucial skills to build and refine as our students strive to become tomorrow’s leaders focused on achieving the common good through innovative and positive change.

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<tr>
<th>Month</th>
<th>Date</th>
<th>Time</th>
<th>Event</th>
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<tr>
<td>August</td>
<td>31</td>
<td>5:30-7 p.m.</td>
<td>Language and Communications Careers Panel</td>
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<tr>
<td>September</td>
<td>13</td>
<td>5:30-7 p.m.</td>
<td>Government Careers Panel</td>
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<td>October</td>
<td>5</td>
<td>5:30-7 p.m.</td>
<td>Art Careers Panel</td>
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<td>November</td>
<td>3</td>
<td>5:30-7 p.m.</td>
<td>International Affairs Panel</td>
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<td>November</td>
<td>15</td>
<td>7-8:30 p.m.</td>
<td>Careers in Sports Industry Panel</td>
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<td>January</td>
<td>25</td>
<td>5:30-7 p.m.</td>
<td>Law Enforcement Careers Panel</td>
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<td>February</td>
<td>22</td>
<td>5:30-7 p.m.</td>
<td>Helping Professions Careers Panel</td>
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<td>March</td>
<td>7</td>
<td>5:30-7 p.m.</td>
<td>Communications and Marketing Careers Panel</td>
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<tr>
<td>March</td>
<td>21</td>
<td>7-8:30 p.m.</td>
<td>Careers in Sports Industry Panel</td>
</tr>
<tr>
<td>April</td>
<td>11</td>
<td>5:30-7 p.m.</td>
<td>Theology and Philosophy Careers Panel</td>
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Company Site Visit program description:
The Company Site Visit program is basically the budding professional’s version of the classic field trip. Rattlers ready to make their entrance into their professional field have the fun and eye opening opportunity to learn about your organization through a hosted site visit between the hours of 1 to 4 p.m. on a Friday afternoon during the fall or spring semesters.
This is a great opportunity for you to share information about the structure of your organization as members of your team provide them with a walking tour of your facilities, demonstrations of work product, and interaction with current team members. Many company partners have introduced students to the alumni working within the participating student’s area of studies to provide insight into the direct application of skills they will soon use in internships and full-time employment. Hiring managers also have the opportunity to share the goals of the organizational departments and how Rattler Talent is needed to accomplish the work. St. Mary’s University Career Services will coordinate the site visit agenda per the recommended group size as well as the student travel through van or carpool to and from your location.

**Networking 101 program description:**
The Networking 101 program helps students learn about networking, how to do it, why it’s important. The program offers the unique opportunity to learn and to practice these skills with St. Mary’s University alumni through guided interaction and discussion topics. This is also a great opportunity for alumni to give career/graduate school advice to current students and provide suggestions on networking in your own field! Alumni will be asked to serve as table hosts to engage students in networking conversations to effectively model appropriate introductions, engaging small talk to find initial points of connection, how to deepen the conversation once a connection is established, how to effectively close networking conversations, and conduct necessary follow up with new contacts.

A LinkedIn photo booth will be available at the beginning of the event for students and alumni to update their LinkedIn profile photo. Alumni from all majors and degrees are needed to help showcase and connect current students to the wide variety of career paths available to our students within all industries.

**Workshop Presentation Opportunities:**
Are you ready to share your career success story? Career Advisors are ready to partner with you to have you lead or create a joint presentation to meet current student career information and exploration needs. Connect with and help develop Rattler Talent within the workshops below:

**Graduating Student Job Search workshop**
You remember what it was like for you and your friends as the countdown to graduation began. As the clock ticked away hurrying you to complete your final projects and study for your final exams began, another clock started ticking: the job search. You can help soon-to-be graduates outline a successful transition from a time of learning to that of applying their skills through employment by sharing your story. Within this presentation, you will offer a process outline as well as resources to guide students the do’s and don’ts of important tasks to be engaged in during their final semesters at
St. Mary’s to help line up employment at the time of graduation or shortly thereafter. This is a great opportunity to share information about the need to be mindful to set and achieve personal and professional goals through the outline of values and interests. Ready to hire Rattler Talent? This is the opportunity to connect with highly qualified students ready to transition into full-time employment.

**International Student Internship and Job Search Workshop**
International students face challenges in securing internships and employment within their field of study due to company policies limiting hiring of talent to only those authorized to work within the United States of America without the need for VISA sponsorship now or in the future. Has your organization been successful in hiring international students for short-term work assignments in the form of internships or for long-term positions through the attainment of employment sponsorships? This is a great opportunity to provide guidance for our highly qualified and multi-lingual/cultural students regarding the successful attainment of internships and employment.

**Internship Search workshop:**
Internships are a great way for a student to practice their new skills learned in the classroom within a real world environment. Employers also benefit from creating internship opportunities as it is a long-term talent introduction and interview between the student and the organization. Students need information on how to successfully apply to available positions, as well as how to pitch their ideas for internship projects where an internship opportunity may not currently exist. This is a great opportunity to share information on how your organization helps students to grow their professional skills through participation in your internship program and introduce them to your talent development options by encouraging them to build a career within your organization.

**LinkedIn workshop**
Do you use LinkedIn to recruit new talent for your organization and/or to build your own professional brand? Current students need tips on the do’s and don’ts in creating searchable content in order to increase their chances of finding internships and employment. You can share information regarding how to become connected with professionals and opportunities through the information feeds through Groups, Alumni, and Jobs. You can also share how to connect other social media platforms to create further connections to help build their professional network as well as grow their within their profession.
Part-time/Seasonal Job Search workshop
Do you hire workers for part-time/seasonal positions? We need for you to share tips for on how students need to share their need for employment by communicating their interest in your product, as well as their willingness to put in the work to learn and make you a profit through successful completion of tasks. You can share information on how to be successful in the application for employment through Applicant Tracking Systems (ATS) and how to obtain promotions and/or the ability to transfer employment to other geographic locations within larger companies. You are encouraged to increase the ranks of Rattler Talent within your organization by providing information on available part-time or seasonal employment openings within your organization.

Resume/CV Writing and Career Fair Prep workshop
Are you a recruiter or hiring manager for your organization that reviews a lot of applicant resumes to find the best fit on paper? Do you attend career fairs or recruiting/networking events to promote opportunities and connect with strong candidates for your available positions? If so, we need you to share tips with current students on how to use their short interaction within career fairs to appropriately engage with recruiters and communicate their interests, abilities, and relevant experience through verbal and written communication in their resume or CV document. This session offers the fun opportunity to invite students to engage in role plays to share do's and don'ts for creating an effective elevator pitch, as well as information on how to read body language for success in any networking event.

Robot (and human) Friendly Resume and CV Writing Workshop
Does your organization use an Applicant Tracking System (ATS) to effectively manage opportunity listings, the incoming talent pipeline, process applications, and select candidates for interviews? Rattlers need to know how your system works to successfully move past the algorithm review and ranking of their qualifications to successfully get their document in front of human eyes. Share important information regarding preferred document and content formatting and information on keyword searches to best match students and alumni to opportunities within your organization. Are you looking for talent to fill your open positions? Outline what you need to see within applicant cover letters, resumes, CV's, and references to obtain the best fit for your organization. This is a great opportunity to provide a review of resume content for Rattler Talent seeking options for internships or employment.

What Can I Do with my Major? workshop description:
You remember what it was like for you and your friends as you worked to figure out how your degree would apply to the world of work. It was pretty daunting for some and easy for others. Help smooth out the process of career decision-making by sharing your success story. Within this presentation,
you will offer a process outline as well as resources to guide students in their decision making. This is a great opportunity to share information about your organization’s team member development options to help map out promotion opportunity and your organization’s talent retention program.

Writing a Federal Resume workshop description:
Resume writing for employment within federal agencies is different than applying to any other job. This is your opportunity to share your successful experience in using the resources, online tools, and databases to apply for and obtain employment within a federal agency. If employed within a federal agency, you are encouraged to share information about upcoming opportunities for internship or employment within yours or other agencies to help increase the ranks of Rattler Talent within government positions.