



CAREER SERVICES OVERVIEW

The Champlain College Career Services team works closely with faculty, staff, employers, and alumni to ensure that students have the resources to become active and engaged members of their community at both the personal and professional levels.

Our interaction with students begins even before they start school; almost all of our students complete the MBTI during the summer prior to their freshman year. Our assessments are designed to equip students to make good choices about their majors, and ultimately their careers, based on personality traits, interests, skills and values.

Throughout their Champlain experience, students attend workshops on a variety of topics, including

- Resume Preparation
- Business Correspondence
- Interviewing and Salary Negotiation
- Networking Skills and Venues
- Conducting a Productive Job Search
- On-the-Job Etiquette

Our office is dedicated to connecting students with employers and professionals in their fields of study. Some of the ways we facilitate these contacts include arranging

- Guest speakers for classroom presentations
- Employer panels and networking events at meetings of campus organizations
- Student chapters of local and national professional organizations
- On-campus recruiting and information booths
- "Ask the Employer" blog (coming this fall)
- Online employer profiles (coming this summer)

In addition, **the Career Services Office manages a comprehensive job system** that is currently being updated to include a resume posting component and possible mentoring network. This system is accessible by students, alumni and employers through the Career Service webpage. Full- and part-time employment, internship and volunteer opportunities are viewable online 24-7, plus comprehensive job flyers are distributed across campus each week.

We also host a variety of career-oriented fairs, including a multi-disciplinary Internship Fair each fall and an annual three-day Job Fair each spring.

Although Champlain College offers alumni **life-long career services**, our desire is to prepare students for success in the workplace through intentional career development and management.