

## *New CBED Career Services Office*

A new Career Services office specifically for the College of Business and Economic Development has opened in Joseph Green Hall room 207. The college is the first on campus to have its own dedicated Career Services office and professional. Amy Yeend, Assistant Director of Career Services for the college, is available to assist both undergraduate and graduate students.

In the new location, business students can:

- Register with Career Services,
- Develop a resume and cover letter,
- Sign-up for an on campus interviewer with local and national employers,
- Participate in a mock interview,
- Learn more about job seeking skills, and explore possible career paths.

As a student, you will benefit from the new office by having quicker and easier access to valuable career information and resources. No longer will you need to walk across campus to McLemore Hall for career assistance. Instead, you can utilize your breaks between classes to pop into the JGH office to register, ask a question, or just seek advice.

The CBED Career Services office will also service business students at the USM Gulf Park campus. Amy will be at the Gulf Park campus from 1:00-6:00 on the first Wednesday of every month.

The JGH office is open Monday through Friday and no appointment is necessary. Every other Monday the office will remain open until 6:30 to assist graduate students.

For more information, contact Amy at 266-5931 or [amy.yeend@usm.edu](mailto:amy.yeend@usm.edu).

## *When Should You Begin Thinking About A Career?*

The answer to this question is simple and yet so many students either don't know the answer or have the wrong answer. So what is the answer? You should begin thinking about your career your first day of college.

Unless you are a professional student, the ultimate goal of your college education is to obtain a degree and prepare you for a professional career. Everything you do as a student should work towards that goal. In addition to going to class and learning all the specific knowledge pertaining to your degree, you should be developing yourself into a qualified and competitive job candidate.

One of the first steps in achieving this is to actively explore career options. Career exploration involves assessing your personal interests and skills, researching possible career paths within your major, and participating in cooperative education or internships. Internships are important because you gain valuable hands-on experience and network with possible future employers.

Another step is developing your job seeking skills and proactively searching for a full-time job for after graduation. At least six months before graduation you should register with Career Services, develop a resume, attend job fairs, participate in both real and practice job interviews, and build a list of networking contacts.

If you do not start your job search early, you may still be looking for a job months after graduation. Remember, your goal is to have a job by graduation, not to still be looking for one.

For a more detailed year-by-year plan, stop by Career Services in JGH 207.



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# Critical Dates To Remember ...

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## Career and Informational Events

### **CBED Career Services Open House**

February 26 JGH 207 10:00 – 2:30 Information, Cookies, and Prizes

### **Peace Corps Info Session**

March 2 Union Room D 6:00 Open to all degree levels and majors

### **Walt Disney World College Program**

March 4 OMH 105 5:30 Must attend session to be considered for an interview

## On Campus Interviews

### **Knight Transportation – Business Management**

Interview Sign-up Deadline March 1  
Information Session March 2 5:30 Union Room D  
On Campus Interviews March 3 Career Services McLemore Hall 112

### **Sherwin-Williams – Management/Sales Trainee**

Interview Sign-up Deadline February 25  
On Campus Interviews March 10 Career Services McLemore Hall 112

### **Enterprise Rent-A-Car – Manager Trainee**

Interview Sign-up Deadline March 10  
On Campus Interviews March 25 Career Services McLemore Hall 112

### **Moore Wallace – Outside Sales Representative**

Information Session February 29 5:30 Union Room D  
Interview Sign-up Deadline March 12  
On Campus Interviews March 30 Career Services McLemore Hall 112

For up-to-date information on any of these events visit the Career Services web site at [www.usm.edu/cs](http://www.usm.edu/cs) or stop by the CBED Career Services Office in JGH Room 207

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