

Internships, Jobs and More

YOUR MONTHLY SOURCE FOR CAREER ADVICE, EVENTS & OPPORTUNITIES



IN THIS EDITION, YOU WILL FIND:

SPOTLIGHT

AROUND CAMPUS

EVENTS &
OPPORTUNITIES

RESOURCES

JOBS &
INTERNSHIPS

CAREER SERVICES MESSAGE

Dear STU community,

As we get closer to the end of the semester, we would like to invite you to attend one of the many *Getting to Hired! Series Workshops* we have scheduled for the months of March and April in our new Career Services Office in Mimi Dooner Hall # 105. The topics for these two months of workshops revolve around internships, jobs, and conducting a successful search. Moreover, we want to show you how to use technology to your benefit, specially the job and internship platform that you can use to come out first in your searches: *Handshake*. As you approach graduation, you may wonder what you will be doing next. We can help you answer that question by providing you with options. You may want to pursue a higher degree, such as a Master's or Ph.D., or find an entry-level job in your major. For a full list of events, visit the Career Services website at www.stu.edu/career. See you soon!



*Cristina C. López, MBA, M.A.,
Director of Career Services*

Career Services fosters relationships with employers to facilitate employment opportunities to students and alumni for full-time, part-time, and internship opportunities. We combine one-on-one career advising with the latest in career-related technology, including an internet-based system for professional, internship, and part-time openings and résumé referrals.

MEET OUR TEAM!

Lawrence Treadwell IV, Associate Professor,
Director of the Library & Student Success Center
Cristina C. López, Director of Career Services
Natalia Perullas, Career Services Representative
Carlos Gamarra, Marketing Coordinator, Class of 2018
Tatiana Hernandez, Executive Assistant, Class of 2020
David Hong, Employer Relations Coordinator,
Class of 2021
Chelsey Pierre, Events Coordinator, Class of 2020



MARCH 2018, 50th Issue

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STU Career Services



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Meet Our Bobcat of the Month!



Student Lands a Job at the Spring 2018 Career Expo

Elaine Samedy came prepared for the Career Expo by having multiple copies of her résumé, and dressing in business casual attire. She greeted every recruiter with a smile and firm handshake. The beginning of any internship or job starts with a properly constructed résumé that is up to date. Elaine used the résumé building services with the help of Cristina López from Career Services. After multiple drafts, and speaking with Ms. López via email and appointments, a proper résumé was created with an adequate amount of information and a clean format.

The next step that Elaine took to ensure a great first impression was her attire. As a full time student, she wanted to find an outfit that was appropriate for the Career Expo but

also casual enough for her classes later in the day. She chose a simple black dress and cardigan accompanied with a tan belt for color and simple black heels. She kept her nails at a natural length and color, her hair away from her face in a bun, and natural makeup with pearl earrings.

Upon settling in the Career Expo, Elaine visited every company and left a résumé with each one. One company called *One On One Learning* specifically caught Elaine's eye, since it was a possible job or internship within her major. The CEO of the company was impressed by Elaine's résumé and asked to do an on-the-spot interview and application for a position. After the interview the CEO shook Elaine's hand, and told her that within the next two to three weeks, she would get a call back. The very next day Elaine received a call from the CEO herself to offer her the position. She asked Elaine to come into training within the next couple of days. A week later, Elaine was assigned a school and given her own classroom. Elaine is now almost a month into her new part-time job as tutor.

Advice that Elaine would like to give to any student applying for a job or internship would be displaying confidence, having an open mind, and being prepared. Using the services in Career Services helped Elaine prepare for the fair weeks in advance. She encourages students to stop by the office for assistance with résumés, business attire, and even mock interviews, so every student can have the same opportunity that she did.

Elaine Samedy is a sophomore majoring in Education. She is expected to graduate in May of 2020.

AROUND CAMPUS

Getting to Hired! Mastering the Online Job Search Application

Have you completed an online job application? Do you know how to navigate online job search application platforms? Job applications can be nerve wrecking experiences that may take up a lot of your time. Join us to learn different techniques that will help you to effectively apply online to get a call for an interview—and get results!



Events & Programs Calendar

- **Getting to Hired! Series — OPT Search**
Tuesday, March 27th, 3:00pm-4:00pm,
Mimi Dooner Hall # 105.
- **Getting to Hired! Series— Graduating...What Next?**
Tuesday, April 3rd, 3:00pm-4:00pm,
Mimi Dooner Hall # 105.
- **Getting to Hired! Series— Mastering the Online Job Search Application**
Tuesday, April 10th, 3:00pm-4:00pm,
Mimi Dooner Hall # 105.
- **Getting to Hired! Series— Handshake Job & Internship Tool**
Tuesday, April 17th, 3:00pm-4:00pm,
Mimi Dooner Hall #105.



Getting to Hired!
Mastering the Online Job Search Application

Stop wasting your time doing an amateur search and become a Pro focused in your goals and skills. Let us guide you to master all the available tools to reach your next challenge. Join us in our Getting to Hired! Series.

ST. THOMAS UNIVERSITY
Career Services

Mimi Dooner Hall # 105
Tuesday, April 10th
3:00 PM—4:00 PM

FOR MORE INFORMATION, CONTACT: Cristina C. López, Director of Career Services,
cclopez@stu.edu, 305.628.6577

EVENTS & OPPORTUNITIES

Getting to Hired!
OPT Search & Pathways to Residency



When:
Tuesday, March 27th
3:00 PM - 4:00 PM

Where:
Mimi Dooner Hall # 105

Special Guest:
Immigration Attorney
Mr. Amir Hagoo
STU Law Alumnus

This Getting to Hired! Series workshop focuses on learning how to effectively conduct a job search for your OPT. In addition, an immigration attorney will explain what to do beyond the OPT year to legally stay in the United States. Be ready to ask questions, engage in discussion, and leave confident to successfully conquer the dreaded job search. With our help, you got this!

Co-sponsored by:




FOR MORE INFORMATION, CONTACT: Cristina C. López, Director of Career Services, cclopez@stu.edu, 305.628.6577

Getting to Hired! OPT Search & Pathways to Residency
Tuesday, March 27th, 3:00pm—4:00pm,
Mimi Dooner Hall #105

Getting to Hired!
Graduating... What Next?



Life is a path of goals and St. Thomas University is part of your life. For that reason, we are ready to help you to achieve your next professional goal...Join our next Getting to Hired! Series to show you a world of opportunities

Where:
Mimi Dooner Hall # 105

When:
Tuesday, April 3rd
3:00 PM - 4:00 PM



FOR MORE INFORMATION, CONTACT: Cristina C. López, Director of Career Services, cclopez@stu.edu, 305.628.6577

Getting to hired! Graduating...What Next?
Tuesday, April 3rd, 3:00pm-4:00pm,
Mimi Dooner Hall #105

HACU NATIONAL INTERNSHIP PROGRAM



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For more information or to apply online visit www.hacu.net/hnip

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HACU believes that equal opportunity for all employees is important for the continuing success of our organization. In accordance with state and federal law, HACU will not discriminate against employees or applicants for employment because of race, disability, color, creed, religion, sex, gender, age, national origin, ancestry, citizenship, veteran status, or non-job related factors in hiring, promoting, demoting, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay or other forms of compensation. Opportunity is provided to all employees based on qualifications and job requirements. EOE

HACU National Internship Program
Paid internship opportunities for all majors. Visit www.hacu.net/hnip for more information.

Apply Now for the Florida Agricultural Science and Technology (FAST) 2018 Fellowship Program



The Florida Department of Agriculture and Consumer Services, Division of Food Safety is offering a **two-year paid fellowship** for graduates in the science field (Bachelors, Masters and Ph.D.).

Deadline to apply: March 31, 2018
For more information, visit www.freshfromflorida.com/FAST or www.freshfromfloridacareers.com
Contact **Julie Wood**: (850) 245-5561 or Julie.Wood@FreshFromFlorida.com

Make a Difference

- Join a team of biologists and chemists experienced in food safety emergencies.
- Follow real responses to foodborne outbreaks, how the source is identified and the hazard eliminated.
- Learn the vast scope of analytical techniques required to assure food safety.
- Participate in the identification of pathogens.
- Gain hands-on experience with cutting edge equipment in state-of-the-art laboratories.
- Work on special method development projects to advance food safety science, which may lead to publication.
- Gain experience with LC/MS/MS, GC/MS/MS and ICP/MS or residues in foods.

Advance Your Career

The experience gained in our laboratories will prepare you for work in analytical chemistry and microbiology anywhere in the world. Scientists with Florida Department of Agriculture and Consumer Services, Division of Food Safety have gone on to careers in federal agencies, major instrument manufacturers and private industry.

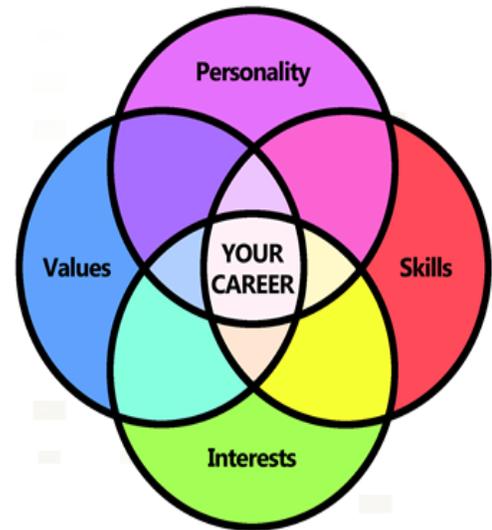
 Florida Department of Agriculture and Consumer Services
Adam H. Putnam, Commissioner

FAST Fellowship Positions
Students and recent graduates can apply for a fellowship at FreshFromFloridaCareers.com by March 31st

For more information, contact Cristina C. López, Director of Career Services at cclopez@stu.edu or make an appointment through the *Success Network* located under *My Bobcat*

RESOURCE OF THE MONTH

Focus 2– Career Assessment Tool: Focus 2 is a career assessment tool that helps students explore more career options, after answering a series of questions. Use the self-access code **bobcats** to create an account at <https://www.focus2career.com/Portal/Login.cfm?SID=1317>.



FOCUS 2
Career and Educational Planning Systems
Career Dimensions Inc.
www.focuscareer2.com

Reality: 60% of Entering Freshmen...



"I Have To Declare A Major?"



MORE RESOURCES

Handshake:

Handshake is a career management tool for students and alumni seeking internship and job opportunities, and employers recruiting for talent. Students may log in using their STU email and password.

<https://stu.joinhandshake.com/>

Talent Development Network (TDN):

TDN matches students with internships at top companies, in fast growing careers.

<http://home.tdnmiami.com/>

TIPS & ADVICE

DRESS
FOR
SUCCESS

Helpful
Tips

Borrow professional attire from our new Bobcat Dress
for Success Closet at Mimi Dooner Hall #105!

Quick Tips for a Successful Interview

1. Do not remove obvious piercings and cover as many tattoos as possible.
2. Do not wait for your interviewer to sit first and do not ask to use the restroom.
3. Do research the company you are interviewing at on the Internet to gain an understanding of their company culture, its mission statement and the position you are interviewing for.
4. Do bring a notebook and good quality pen. Write down the name of your interviewer(s) so you don't forget them but don't let note taking detract from your goal of presenting yourself as a qualified candidate.
5. Don't lie about or distort prior work experience and never bad mouth a prior employer or company.

(Source: Men's Wearhouse)



Interview Outfits: 5 TIPS

- Know the company dress code
- Dress for the job you want
- Keep accessories simple
- Carry a chic tote (don't forget extra resumes!)
- Get your foot in the door with a great pair of heels!



JOBS & INTERNSHIPS

Account Executive

Paid, Full-Time Job, St. Burlington, NC.

J and J Alliance is seeking highly-motivated and energetic individuals to join their sales team. They are looking for people with confidence both in person and on the phone, good computer skills, a reliable and strong work ethic, respect for others and the challenges they face, and a can-do attitude. They must also be available for immediate hire. Both part-time and full-time jobs are available.

[Click Here To Learn More!](#)

Teacher K-12

Paid, Seasonal Full-Time Job, Fort Myers, FL.

The school district of Lee County is hiring a teacher for any grade from K-12 capable of instructing students in math, English language arts, reading, and/or science. Tasks include planning a program of study for any individual's needs, employ appropriate learning methods, diagnose a student's strength and weaknesses, counseling colleagues, students and/or parents on a regular basis, attend staff meetings, provide personal growth for all students, and much more.

[Click Here To Learn More!](#)

Accounting Associate

Paid, Full-Time Job, Bay Harbor Islands, FL.

Blue Road LLC is currently seeking Entry Level Accounting Associates in Miami Beach/Bay Harbor Islands area. The ideal candidates are recent college graduates or someone who has 1-3 years recent experience in Accounting/Finance, solid skills in Excel & Word, and fluent in English and Spanish languages preferred. Responsibilities include posting journal entries, assist with month end close process and reporting.

[Click Here To Learn More!](#)

Bailiff

Paid, Full-time job, Miami, FL.

This is a specialized public contract, security and related work in the handling of official judicial proceedings. An employee in this class is responsible for a variety of duties in connection with official proceedings in courtrooms, chambers, and in assisting judges, jurors, witnesses, and attorneys prior to, during, or upon the conclusion of court sessions. Work is performed under the immediate direction of a judge who reviews work through conferences, observations, and results obtained.

[Click Here To Learn More!](#)

R&D Scientist

Paid, Full-Time Job, Springfield, VA.

The National Geospatial-Intelligence Agency (NGA) delivers world-class geospatial intelligence that provides a decisive advantage to policymakers, warfighters, intelligence professionals and first responders. NGA is seeking research scientists in the following areas: Geospatial Cyber, Environmental and Culture, GEOINT Assurance, Anticipatory Analytics, Automation, Geophysics, and Spectral. Please check the hyperlink for more information on each area.

[Click Here To Learn More!](#)

Youth Faith Formation Coordinator

Paid, Full-Time Job, Leesburg, FL.

St. Paul Catholic University of the Roman Catholic Diocese of Orlando, FL is seeking an energetic candidate to work with our Faith Formation team. The Coordinator of Youth Formation reports to the Director of Faith Formation and is responsible for direct leadership of our K-8 Faith Formation, Sacrament Prep, and Vacation Bible School Programs.

[Click Here To Learn More!](#)

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JOBS & INTERNSHIPS

Account Manager

Paid, Seasonal full-time internship, Miami, FL.

S4M is the most advanced mobile shopper advertising platform. Working for 500+ brands globally, we are the only ad tech company accredited by the Media Rating Council for the whole mobile User Journey, including post click metrics. This is a fantastic opportunity for someone like you who wants to be in a company with great leadership, a respected product and the opportunity to learn.

[Click Here To Learn More!](#)

Android Developer Internship

Paid, Part-Time Internship, New York City, NY.

Take an active role in designing, developing, testing, and maintaining the Android version of our mobile app. Support programming staff in both application development projects and quality control efforts. Assist with the preparation of documentation, training and support for various systems. You should be able to have a strong understanding of Java and familiarity with Android development, juggle coursework with 20 hours a week to being on-site and enjoy learning new technologies.

[Click Here To Learn More!](#)

Hotel Internship

Unpaid, Seasonal Full-Time Internship, Miami Beach, FL.

The internship is appropriate for those studying and seeking a career in International Management, Hospitality Management, and/or International Marketing. The types of day-to-day activities the intern will be expected to participate in and assist with include establishing and maintaining the host organization's presence in social media, preparing targeted direct marketing materials to prospective customers to engage them and discover their needs and expectations prior to check-in.

[Click Here To Learn More!](#)

Business and Operations Intern

Unpaid, Seasonal Part-time Internship, Miami, FL.

Surgeon's Advisor is a search engine optimization (SEO) firm that is growing quickly and searching for its future leaders. It is a 10+ year old company that assists Doctors, Dentists and other professionals in obtaining top rankings in Google and other search engines, thereby driving valuable customers to these professionals. The intern will work with all companies and have unique insight into each of their business models.

[Click Here To Learn More!](#)

Marketing Internship

Paid, Seasonal Part-Time Internship, location varies.

Student Body Discounts is a National Internship Program for college students and we are a top provider of Discount cards in communities around the world. Our internship program is designed to provide business students/communication majors (including students interested in marketing) with real life work experience before graduating college. Key responsibilities include budgeting, inventory tracking, market analysis, financial forecasting & business planning, work in pairs of two's or groups, create a marketing plan, attend weekly meetings, and more.

[Click Here To Learn More!](#)

Communications Intern

Paid, Seasonal Part-Time Internship, Orlando, FL.

Holiday Inn Club Vacations looks for individuals who excel in their roles and are committed to delivering an exceptional experience for our guests, owners and team members. We look for individuals who are passionate in life and bring those qualities to work every day. Essential tasks and duties include participation in meetings, trainings, and networking events, assist with proofreading of various projects, assistance with special events, and more.

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Your Career Services Team

