

Office/Department: University Career Center

Director: Libby Westley

The University Career Center works with students, alumni, employers, faculty, and staff to provide comprehensive career services. We help students make educated career decisions and develop life-long professional career readiness skills. We assist employers in connecting with JMU students through recruitment and educational opportunities. We collaborate with JMU faculty and staff to develop educational career pathways that help students tell their curricular and co-curricular stories in their job and internship searches.

Mission Statement: To prepare and empower all students in every aspect of their career development.

Functional areas included in this office/department:

1. Career development and career counseling for students at all levels and in all majors.
2. Internship and job search processes, including resume development, job and internship strategies, interviewing, networking, and exploring the need for further education via graduate and professional school.
3. Preparing for graduate school and understanding the application process.
4. Working with employers who recruit college students for jobs and internships.

Students who participate in this experience will gain understanding of student affairs as a profession and the influence student affairs has on contemporary higher education through tasks and activities such as:

1. Conduct individual career appointments to assist students with writing their resume, cover letter, graduate school search, and possibly other topics as training allows.
2. Assist with career programming, including career fairs, resume reviews, workshops, employer events, etc.
3. Undertake special projects or research through work with office staff, teams, and programs.
4. Use technology to better serve students, such as Handshake (for assisting jobs with internship and job searches), LinkedIn, and other career tools.
5. Interact with employers through programming and events for students.
6. Collaborate with University Career Center liaisons, as requested, to connect to faculty and students by college.
7. Participate in departmental meetings and professional development as schedule allows to learn best practices in career advising, career services, employer relations/college recruiting, and stakeholder cultivation.
8. Observe the 1 credit career course, as schedule allows.

Students who participate in this experience will be exposed to the purposeful application of the following relevant theories:

1. Career development theories (Holland, Super)
2. Psychosocial and student development theories (Chickering, Perry)
3. Typology theories (Jung)
4. Counseling theories (Rogers, Brief)

Students who participate in this experience will be evaluated and provided ongoing feedback in the following ways:

1. Weekly meetings with supervisor.
2. Informal evaluation at mid-semester and written performance evaluation in April.
3. Participation in group discussions and weekly journals in conjunction with the PSYC 695 practicum course.

Students assigned to this site may be able to participate in the following assessment and/or evaluation projects:

1. Evaluation of various programs and services (e.g. career fairs, employer's events, etc.)
2. Assessment of programming learning outcomes (e.g. career workshops, decision making, etc.)

Specific expectations of students assigned to this site include:

1. Abide by confidentiality agreement regarding student appointments.
2. Establish and maintain regular schedule.
3. Perform all tasks in a timely, organized, and professional manner.
4. Communicate consistently with supervisor about successes, challenges, and concerns.
5. Request assistance when needed.
6. Present positive attitude about job responsibilities.
7. Effectively work in group/team situations.

Contact Person

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