

## January 2012

### Spring 2012 Kick-off Information Table

Get information about volunteer opportunities and Civic Engagement

Date	Time	Location
Wed., 1/25/2012	11:00 a.m. - 2:00 p.m.	Campus Center Lobby

### Civic Engagement: Information Session for NJIT Volunteers.

Hosted for students and student organizations participating in community service projects during Spring 2012.

Date	Time	Location
Wed., 1/25/2012	2:30 - 3:30 p.m.	Campbell Hall, Room 412

### How to Impress the Interviewer: From an Employer's Viewpoint

Discover how to increase your chances of getting a job by learning effective techniques for successful interviewing from Elaine Laws, Senior Career Services Professional, Consultant.

Date	Time	Location
Wed., 1/25/2012	3:00 - 4:00 p.m.	Campus Center, Room 215

### On-Campus Recruitment (OCR)

Learn the steps necessary to interview with recruiters coming on campus this spring. Familiarize yourself with the latest job search and networking tools for wider access to career opportunities.

Date	Time	Location
Fri., 1/27/2012	12:00 - 1:00 p.m.	Campbell Hall, Room 412

### Career Services at Campus Center

Strengthen your resume, learn about job postings, receive answers to your career questions.

Date	Time	Location
Mon., 1/30/2012	4:30 - 6:00 p.m.	Campus Center Lobby

### OCR Instant Approval Day

Get one-stop approval for the On-Campus Recruitment Program and have your resume critiqued.

HINT: Create an account on CDS Online and upload your resume first.

Date	Time	Location
Tues., 1/31/2012	11:00 a.m. - 3:00 p.m.	Campus Center Lobby

## February 2012

### Morgan Stanley Smith Barney Webinar

In this LIVE webinar you will learn some of the career paths that will lead to a rewarding career as a Financial Advisor.

Date	Time	Location
Th., 2/2/2012	4:00 - 5:00 p.m.	Campbell Hall, Room 412

### Resume Writing Open House

Receive feedback on your resume during a resume "open house."

Date	Time	Location
Fri., 2/3/2012	9:00 a.m. - 12:00 p.m.	Campbell Hall, Room 412

### Career Services at Campus Center

Strengthen your resume, learn about job postings, receive answers to your career questions.

Date	Time	Location
Tues., 2/7/2012	4:30 - 6:00 p.m.	Campus Center Lobby

### How to Find a Summer Internship Student Panel

Learn strategies for finding a summer internship from former/current interns.

Date	Time	Location
Wed., 2/8/2012	3:00 - 4:00 p.m.	Kupfrian Hall, Room 205

### Community of Caring – "Educating about Alzheimer's"

Community Education Series - With the NJ Chapter of the Alzheimer's Association, this workshop series will share resources for families of those impacted by Alzheimer's. Open to the public.

2nd session will be offered on 2/16/2012 6:30 - 8:30 p.m., Campus Center Ballroom B

Date	Time	Location
Th., 2/9/2012	6:30 - 8:30 p.m.	Campus Center Ballroom B

View all updates at: [www.njit.edu/cds](http://www.njit.edu/cds)

### Career Services at Campus Center

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Date	Time	Location
Mon., 2/13/2012	4:30 - 6:00 p.m.	Campus Center Lobby

### Career Fair Do's and Don'ts

Learn how to become more confident when meeting with employers and how to make a great professional first impression at the career fair.

Date	Time	Location
Wed., 2/15/2012	2:30 - 3:30 p.m.	Campbell Hall, Room 412

### Larsen & Toubro Infotech Information Session

Network with corporate representatives and learn more about their entry-level IT job opportunities.

Date	Time	Location
Wed., 2/15/2012	4:00 - 5:30 p.m.	Campbell Hall, Room 412

### Practice Interviews with Employers

Practice your interviewing skills with employers and receive instant feedback. To sign up please call Ms. Cervelli at 973.596.3643 or Ms. Jones at 973.596.2939

Date	Time	Location
Thurs., 2/16/2012	10:00 a.m. - 4:00 p.m.	Campbell Hall, Room 412

### Career Services at Campus Center

Strengthen your resume, learn about job postings, and receive answers to your career questions.

Date	Time	Location
Tues., 2/21/2012	4:30 - 6:00 p.m.	Campus Center Lobby

### Career Fair Do's and Don'ts

Learn how to become more confident when meeting with employers and how to make a great professional first impression at the career fair.

Date	Time	Location
Wed., 2/22/2012	3:00 - 4:00 p.m.	Campbell Hall, Room 412

### Resumania

Get instant feedback on the content and format of your resume by having it critiqued by prospective employers.

Date	Time	Location
Thurs., 2/23/2012	11:00 a.m. - 4:30 p.m.	Campus Center Lobby

### BASF Information Session

BASF is the world's leading chemical company. Corporate reps will speak about full-time and internship opportunities.

Date	Time	Location
Mon., 2/27/2012	4:00 - 5:30 p.m.	Campbell Hall, Room 412

### Career Services at Campus Center

Strengthen your resume, learn about job postings, and receive answers to your career questions.

Date	Time	Location
Mon., 2/27/2012	4:30 - 6:00 p.m.	Campus Center Lobby

### Career, Co-op and Internship Fair

Students and alumni have access to over 100 private and public sector employers and government agencies seeking candidates for full-time, part-time, co-op and summer opportunities. To register and for a list of participating employers, go to our website [www.njit.edu/CDS](http://www.njit.edu/CDS).

Date	Time	Location
Wed., 2/29/2012	12:30 - 5:00 p.m.	NJIT Gym and Naimoli Tennis Center

## March 2012

### Microsoft Information Session

Microsoft representatives will discuss full-time and internship opportunities in the areas of Software and Hardware Development.

Date	Time	Location
Th., 3/1/2012	4:00 - 5:30 p.m.	Campus Center Ballroom B

### Community of Caring - Women's History Month - Supply Drive

Seeking donations of new toiletries such as soap, deodorant, toothbrushes and toothpaste for a local Newark women's shelter.

Thursday March 1 - Saturday March 31

Date	Time	Location
Thu., 3/1/2012	11:00 a.m. - 1:00 p.m.	Campbell Hall, 5th Floor

### Vigilant, Inc. Info Session

Vigilant offers business-aware security monitoring solutions, through both on-site consulting and managed services. Attend this information session to meet with corporate representatives from Vigilant and to learn about IT job opportunities.

Date	Time	Location
Mon., 3/5/2012	4:00 - 5:30 p.m.	GITC 3710

### US EPA Information Session

Discover how exciting safeguarding our natural resources and protecting human health can be. Particular interest in Engineering and Science majors. U.S. Citizenship is required for employment.

Date	Time	Location
Tues., 3/6/2012	4:00 - 5:30 p.m.	Campus Center, Room 240

### Career Services at Campus Center

Strengthen your resume, learn about job postings, and receive answers to your career questions.

Date	Time	Location
Tues., 3/6/2012	4:30 - 6:00 p.m.	Campus Center Lobby

### After the Career Fair, What's Next?

Now that you have met with employers, learn how to turn those contacts into interviews.

Date	Time	Location
Wed., 3/7/2012	3:00 - 4:00 p.m.	Campbell Hall, Room 412

### First Investors Information Session

Bring your resume and dress in business attire. Interested candidates can speak with the recruiter about full-time and intern financial services opportunities following the presentation.

Date	Time	Location
Wed., 3/7/2012	3:00 - 4:30 p.m.	Central Ave Bldg 3rd Floor, Leir Conference Room

### Networking for Beginners

Learn how to increase your comfort level with networking.

Date	Time	Location
Wed., 3/21/2012	3:00 - 4:00 p.m.	Kupfrian Hall, Room 205

### Career Services at Campus Center

Strengthen your resume, learn about job postings, receive answers to your career questions.

Date	Time	Location
Th., 3/22/2012	4:30 - 6:00 p.m.	Campus Center Lobby

### Non-Profit Agencies Roundtable @ NJIT

"Collaborations for Community Building." Newark's community and education leaders are invited for this roundtable and luncheon to discuss strategic collaborations, resources, and programs offered by NJIT.

Date	Time	Location
Fri., 3/23/2012	11:00 a.m. - 1:30 p.m.	Campus Center Atrium

### Interviewing for Internships

Discover how to increase your chances of getting an internship by learning techniques for successful interviewing from an industry expert.

Date	Time	Location
Fri., 3/23/2012	12:00 - 1:00 p.m.	Kupfrian Hall, Room 205

### Career Services at Campus Center

Strengthen your resume, learn about job postings, and receive answers to your career questions.

Date	Time	Location
Tues., 3/27/2012	4:30 - 6:00 p.m.	Campus Center Lobby

### Speed Networking

Meet NJIT alumni and employers who will share career advice in a fun, fast paced environment.

Date	Time	Location
Wed., 3/28/2012	7:00 - 8:45 p.m.	Campus Center, Ballroom

### New Horizons Financial Information Session

New Horizons specializes in Stock Broker and Financial Advisor positions. Drop in to learn more about Stock Broker Trainee opportunities and to speak with a recruiter!

Date	Time	Location
Th., 3/29/2012	3:00 - 5:00 p.m.	Central Ave Bldg 3rd floor, Leir Conf Rm

## April 2012

### Career Services at Campus Center

Strengthen your resume, learn about job postings, and receive answers to your career questions.

Date	Time	Location
Wed., 4/4/2012	4:30 - 6:00 p.m.	Campus Center Lobby

### Thinking About Being An Entrepreneur?

Learn how to position yourself in a government and commercial marketplace.

Date	Time	Location
Wed., 4/11/2012	3:00 - 4:00 p.m.	Fenster Hall, 1st Floor (Computer Room)

### Career Services at Campus Center

Strengthen your resume, learn about job postings, and receive answers to your career questions.

Date	Time	Location
Wed., 4/11/2012	4:30 - 6:00 p.m.	Campus Center Lobby

### Community of Caring – 12 Hour Relay for Life @ NJIT.

Friday thru Saturday, April 13 -14 Help support the NJIT Relay for Life Chapter against cancer. Honor those stricken with cancer and also raise funds and awareness to help save lives. To sign up, visit: [www.RelayForLife.org/universityheightsnj](http://www.RelayForLife.org/universityheightsnj)

Date	Time	Location
Fri., 4/13/2012	7:00 p.m. April 13 thru 7:00 a.m. April 14	Lubetkin Field, NJIT Campus

### Civic Engagement: Regional Learning to End Hunger Forum.

A distinguished panel of service providers and educators will discuss collaborative action and strategies to engage college students in efforts to end hunger.

Date	Time	Location
Wed., 4/18/2012	2:00 - 4:30 p.m.	GITC 3710

### How to Impress the Interviewer: From an Employer's Viewpoint

Discover how to increase your chances of getting a job by learning effective techniques for successful interviewing from an outside expert.

Date	Time	Location
Wed., 4/18/2012	3:00 - 4:00 p.m.	Campbell Hall, Room 412

### THE BIG GIVE: "Teaming-Up for Service"

Students and student orgs are invited to complete a service project with a local corporate or non-profit volunteer group, i.e. Prudential, Wakefern Corp, ITT, Verizon, BC Horizon, PSEG, HUD, City of Newark, L'Oreal, etc.

Date	Time	Location
Sat., 4/21/2012	9:00 a.m. - 5:00 p.m.	Various Newark Locations

### Harlem Book Fair Newark

NJIT will co-host this premiere Newark literary event aimed at joining together the history and culture of the city through books and literature. Student volunteers are needed to serve as runners, media specialists, and set up and break down crew for the venues. Sign-up today!

Date	Time	Location
Fri., 4/27/2012	All Day and Sat., 4/28/20	Various Newark Locations All Day

## June 2012

### June Job Club

Learn how to market yourself, identify job search resources, and utilize an array of job search strategies.

Date	Time	Location
Tues., 6/5/2012	2:30 - 4:00 p.m.	Campbell Hall, Room 412

### June Job Club

Learn how to market yourself in person, succeed on the interview, and utilize a selection of job search options.

Date	Time	Location
Thurs., 6/7/2012	2:30 - 4:00 p.m.	Campbell Hall, Room 412

Become a fan



Join our LinkedIn Group



### Career Resource Center

The Career Resource Center provides students and alumni with current career and job search reference materials. Our Center contains a variety of books, magazines, and videos that are available for review.

We are open Monday—Friday 8:30 a.m. to 4:30 p.m. The Career Resource Center is available online at: [www.njit.edu/cds/resourcecenter/index.php](http://www.njit.edu/cds/resourcecenter/index.php)

Jump-start your career by taking advantage of these other programs and services:

- Career Advising
- On-Campus Recruitment
- Cooperative Education & Internships
- NJIT Career Fairs
- Civic Engagement
- Job Postings
- Resume Review
- Practice Interviews
- Workshops
- Green Career Pages
- Federal Career Pages

### CDS Online Resources

Career Services has subscribed to several on-line resources assisting students to conduct an organized job search, create a professional resume, research industries, and learn about international opportunities. The subscriptions can be accessed through the CDS website **AT NO COST**.

#### Career Shift

- Job listings from numerous job boards.
- Network and build relationships with top executives.

#### Optimal Resume

- Create a variety of professional letters and a resume.
- Practice your interviews virtually.
- Build a career portfolio

#### Vault Online Career Library

- Download guides that provide the inside scoop on industries and employers.
- Search for career advice and occupational profiles.
- Vault, aka “Cliff Notes on Careers”!

#### One Wire

- Build and maintain detailed business professional profiles
- Provides business tools and peer-to-peer networking and other networking capabilities.
- Similar to Facebook, allows individual members to grant or deny anyone access to their profiles.

#### Going Global

- Listing of worldwide job vacancies.
- Links to information about countries and their resources.
- Listing of US employers by state, including those that sponsor H1B visas.

### Division of Career Development Services

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Spring 2012

WORKSHOP

SCHEDULE