

## CAREER GUIDANCE

# FACULTY TOOLKIT



**CCED is happy to help you infuse career content and articulate professional relevance into your programming however it fits you. Let's discuss your ideas, or we can create new ones together!**

### The Center for Career Exploration and Development Wants to Help You Help Your Students!

**While career guidance is not a requirement at Ithaca College, it is an increasing priority for students and prospective students and their supporters.**

**We are here to help you add resources and support options to keep you and your students updated on our workforce, and what they need to do now to prepare for it.**

### How Can We Help You?

- **Have us in to speak to your class about virtually any topic related to careers.**
- **Advise students to meet with us as a part of your programming.**
- **Promote career events, fairs, workshops and other opportunities that we offer in your presentations.**
- **Incorporate National Association for Colleges and Employers (NACE) career competencies into your syllabus to show students how your course helps prepare them for their career. (see p. 3)**



# CAREER CENTER SUPPORT

## RESOURCES TO USE OR SHARE

### CAREER CENTER KEY FOCUS AREAS

- [Creating a Personalized Career Plan](#)
- [Interest and Personality Assessments](#)
- [Grad School Planning](#)
- [Self-Promotion and Branding](#)
- [Application Material Review](#)
- [Job and internship Searching](#)
- [Alumni and Employer Networking](#)



### CAREER CENTER RESOURCES

- [Daily Drop-In Hours](#)
- [School-Specific Career Engagement Specialists](#)
- [Career Quest - A Personalized Career Journey](#)
- [Big Interview - AI Interview Prep Free to IC](#)
- [Access to an Interview Room](#)
- [Free Professional Head Shot Photo Booth](#)
- [Career Closet to Borrow Professional Attire](#)
- [Student Employment Jobs and Support](#)
- [Internship Financial Assistance](#)
- [Free LinkedIn Learning Trainings](#)



### EVENTS AND OPPORTUNITIES

- [Employer Recruitment Visits](#)
- [Guest Speakers](#)
- [Job Shadow Trips](#)
- [Career Fairs](#)
- [Career-Related Workshops and Trainings](#)



### INFORMATIONAL SLIDES TO ADD TO POWERPOINTS

- [In-Person Resources](#)
- [Online Resources](#)
- [Handshake Job Search Platform](#)
- [How to Book Head Shot Photo Booth](#)
- [Student Employment Jobs and Support](#)
- [Internship Financial Assistance](#)
- [Career Center Instagram Page](#)
- [Career Corner Podcast](#)
- [CCED Staff](#)

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# TOP 8 CAREER COMPETENCIES THAT TODAY'S EMPLOYERS WANT...

## AND THAT YOUR COURSE MAY PROVIDE!



### Communication

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.

### Critical Thinking

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.



### Professionalism

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

### Equity and Inclusion

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different cultures and backgrounds.



### Leadership

Recognize and capitalize on personal and team strengths to achieve organizational goals.

### Teamwork

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.



### Career & Self-Development

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking.

### Technology

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.



\*These competencies can be highlighted in your syllabus or assignments to articulate how your course is helping to prepare students for their career, regardless of what that may be.



## HOW CAN FACULTY CONNECT WITH US?

### REQUEST FORM

Whether it is to seek guidance on how to infuse career competencies into your syllabus or assignments, to discuss a collaboration opportunity, or simply to learn more about infusing career-related content into your courses, please fill out a request form here.

### SCHOOL-BASED SPECIALISTS

You can connect directly with the Career Engagement Specialist assigned to your school. You can find them in the graphic below, and they can be contacted at [this link](#).

### HIRING TA'S

And because the Career Center is also the new home of Student Employment, you can reach out for guidance on hiring a TA. More info on that can be found [here](#).

### Center for Career Exploration & Development Staff



**Hope A. Borsic**  
Student Employment Specialist



**Suzie Brache**  
Career Engagement Specialist Park School of Communications



**Jonathan Chalmers**  
Career Engagement Specialist School of Business



**Katrina Clark**  
Career Engagement Specialist School of Music, Theater, & Dance





**Dave Curry**  
Director



**John Fracchia**  
Career Engagement Specialist School of Health Sciences & Human Performance



**Amy Huang**  
Career Engagement Specialist School of Humanities & Sciences



**Peer Career Advisors**

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Please feel free to email us at [Careers@ithaca.edu](mailto:Careers@ithaca.edu) with any questions.

We look forward to helping you help your students!