What is the Whitman Career Center?

The mission of the Whitman Career Center is to build mutually beneficial partnerships with faculty, alumni, and corporate partners to provide innovative programming and coaching that will empower our students to reach their career aspirations with integrity and professionalism, preparing them for personal and professional success in an ever-changing global business environment.

The development of your personal career plan takes time and energy. The Whitman Career Center is here to support you.

From “Whitman Career Center 24/7,” a Blackboard site that offers a career workbook, links to interesting career reading and access to national vendors (such as Vault’s Career Insider) to targeted workshops and personal coaching sessions, you have the opportunity to acquire the knowledge you need for ongoing career development and success!

Location and Contact Information

Whitman Career Center | Syracuse University | 721 University Avenue Suite 115 | Syracuse, New York 13244 | p. 315.443.4140 | e. wsmcc@syr.edu

Office Hours

Academic Year M - F 8:30 a.m. - 5:00 p.m.
Summer Hours M - F 8:00 a.m. - 4:30 p.m.

How We Help You

- Job search and internship strategy
- Understanding career paths and industries
- Business communication
- Interview and pitch preparation
- Offer negotiation strategies
- Questions about applying to graduate school
- Assistance with your job and internship search while studying abroad
- OrangeLink, MBAFocus and LinkedIn questions
Who Do I Meet With?

Our entire staff works to continuously understand the changing landscape of business so we can provide the knowledge critical to partner with you.

If you are not sure where to start, just stop into suite 115, call (315) 443-4140, or email wsmcc@syr.edu.

One of our front desk staff will welcome you, assess your needs, determine the best career professional to connect you with, and provide you instruction on how to schedule an appointment via OrangeLink, if needed.

How We Communicate with You

Do you want to know the latest information about opportunities with companies or events we are hosting? Stay current and connected by accessing all the communications we make available to you:

- Whitman Career Center 24/7 on Blackboard
- Weekly update email from the Career Center
- OrangeLink
- TV Screens throughout the building and the Career Center
- Bulletin boards throughout the building and the Career Center
- Occasional direct email
- The Whitman School’s Facebook & Twitter pages
Ways the WCC Meets With You

**Personalized Career Coaching Options**

We know the career search process can be very daunting, that’s why we’re here to help! A personal coaching session allows you to meet with a professional to discuss topics such as matching your experiences to the right career choice, how to write an impactful resumé, interview best-practices, or how you can get connected with Syracuse University alumni. Career Coaching sessions can be scheduled on OrangeLink. You may also stop by our office in suite 115 or call us at (315) 443-4140.

**Have an Upcoming Interview?**

Our professionals conduct practice interviews to help you prepare for the real deal. These sessions, like personalized coaching, are 30-minute appointments with a career professional. Practice interviews can be scheduled on OrangeLink. You may also stop by our office in suite 115 or call us at (315) 443-4140.

**Want to Meet with a Career Assistant?**

Work with our career assistants, trained Whitman student peers who can assist you with your resumé, writing cover letters, aid in the navigation of the OrangeLink system, and interview preparation. Stop by our office, suite 115, to learn the career assistants’ availability and determine the best option for meeting. You may also schedule an appointment through OrangeLink.

**Don’t Have 30 Minutes?**

Drop in for a 15-minute session with a member of our staff for help with quick questions and immediate needs - first come, first served.

**Drop-in Hours: Academic Year (August-May)***

Mondays, 1:00-4:00 p.m. & Thursdays, 9:00 a.m.-12:00 p.m.
Can’t Make it to the Career Center?

We come to you! "Whitman Career Express" is held most Wednesdays during the academic year from 2:00 to 4:00 p.m. in Flaum Grand Hall. A career professional will be available for express reviews of resumés and quick career-related questions.

General Career Workshops & Career Chats

Evaluated from year to year, our career workshops and career chats are based on student needs and feedback. All workshops are posted on the Whitman Career Center 24/7 Blackboard site, allowing you access on your schedule. Career Chats cover similar topics as workshops, but in a small-group conversation setting. Here is a sample of prior topics and sessions:

- Job and Internship Search Strategy
- Prepare for the Career Fair/Build Your Personal Network
- Developing Your Resumé
- Writing Persuasive Cover Letters
- Keys to Interviewing Success
- Managing Offers: Do You Know What You’re Worth?
On-Campus Recruiting Opportunities

We have a strong on-campus recruiting program whereby local and national companies come to recruit students for internships and full-time positions. Here are some of the programs planned to connect you with companies:

Information Sessions

These formal corporate presentations are held to educate you about the company and their recruitment process. Information sessions are typically held evenings during the recruitment process.

Office Hours

You have the opportunity to meet with company representatives informally for a one-on-one, 20-minute meeting to provide you with insight about career choices and personal career positioning.

Career Fairs

During the beginning of the fall and spring semesters, you have the opportunity to participate in accounting, finance, marketing, retail and supply chain career fairs. Each semester, University Career Services also hosts a campus-wide career fair open to all SU students.

On-Campus Recruiting

We encourage corporations to interview students directly on campus each semester. Corporations will meet with you for 30 minutes to determine if you have the skills to be successful in their company. To be considered for interviews, you need to apply to job or internship postings through OrangeLink. If you are selected to be interviewed, you will receive notification through OrangeLink and be asked to schedule a meeting.
Career Orientation Programming

Specialty programming is meant to help you learn more about specific industries and associated career paths. These events connect you to industry experts for direct knowledge, networking and advice. A sampling of our programming includes:

“Take Charge of Your Destiny” Masters Student Orientation

Assists Masters students in developing the ability to manage their professional careers over their lifespan. This is accomplished through online career assignments, career workshops, professional speakers, and personal coaching.

Wall Street Goes Orange/Whitman on Wall Street

A career exploration trip to New York City – this trip helps you understand different types of careers students interested in finance may pursue.

Marketing Exploration Trip

A career exploration trip to New York City to investigate different career paths and opportunities in the marketing industry.

Career Madness

Sophomores! It is never too early to start your career search, so come learn about various careers and develop the skills to ensure your success. We will help you prepare for the recruiting cycle with networking opportunities, career workshops, resumé and interview critiques, and panel discussions.

Industry Specific Programming

Network with human resources and client services professionals from key companies as they discuss what makes their company unique and what it takes to become a successful candidate.
Online Resources

We know your schedule is tight, so we have some helpful resources, available 24/7, that can assist you with landing that dream internship or job.

OrangeLink

OrangeLink is Syracuse University's job and internship database. Log in through MySlice at myslice.syr.edu.

Whitman Career Center 24/7 on Blackboard

Missed a workshop? Can't make it to drop-ins? Check out our resources on Blackboard with access to the career workshops, Vault guides, past programs and more! Visit Blackboard.syr.edu.

WetFeet Guides

Log on to www.wetfeet.com/university/syracusewhitman to gain access to insider guides on how to ace an interview, master the career fair, brand yourself, and more!

InterviewStream

A great resource to practice and record your interviews from the privacy of your own room, InterviewStream has thousands of practice interview questions to choose from. To access this invaluable resource, visit http://whitman.interviewstream.com/.

Vault Career Insider

The premier resource for career, industry and employer research. Available through Blackboard.

National Databases

In partnership with Bird Library, we maintain a variety of subscriptions to database resources that afford you detailed, in-depth information about industries and companies. You can access these databases via Bird Library at http://library.syr.edu/.

Still Have Questions?

Stop into the career center today! We would love to meet you and look forward to working with you.

Warmest Regards,

The Whitman Career Center Team