



# Alumni Career Services

414.288.7423 ■ [career.services@marquette.edu](mailto:career.services@marquette.edu) ■ [www.marquette.edu/csc](http://www.marquette.edu/csc) ■ Holthusen Hall, 1st floor

While the Career Services Center's primary mission is to serve current students, alumni from Marquette University may also seek assistance. We offer the following services to Marquette University Alumni.

- **Career Coaching**– Through an off-campus referral, details below
- **Coping with Stress**- Through an off-campus referral, details below
- **General Job Search Assistance**– Through the Career Services Center, details on back

For an individual appointment with a career counselor please call ahead to schedule. 414-288-7423. Visit our website at [www.marquette.edu/csc](http://www.marquette.edu/csc)

## General Job Search Assistance

- Resumes and correspondence
- Interviewing strategy and preparation
- Job search strategies
- Graduate school decisions and application
- Employer research
- Salary negotiation

## Career Coaching

More information at [transitionwork.com](http://transitionwork.com)

If your career transition is leading you to consider options in other career fields or to a path different from your past, the Marquette University Career Services Center endorses Transition Work. The Transition Work creative model is designed around career change from the inside out, first defining and expanding who you are and what you want before dredging through the visible job market hoping to snag something worthy of your risk.

Registration for Individual Services requires a free 15-minute phone consultation to establish scope of services and payment agreement. A typical arrangement will include four sessions at \$150 each. These will include a comprehensive intake, career and personality assessments, options for achieving goals, individual activities, and follow up visits.

Additional services are available for those desiring more assistance.

**For more information or to schedule a pre-registration consultation contact Dorothy Graham at 414-906-1612.**

## Coping with Stress

more information at [www.marquette.edu/psyc/about/centerforpsychologicalservices.shtml](http://www.marquette.edu/psyc/about/centerforpsychologicalservices.shtml)

Dealing with a job loss can result in difficulties coping with stress surrounding finances, family, home-life, and other stressors. While the Career Services Center can help you with the logistics of conducting a job search, we recommend you visit the Center for Psychological Services for support in coping with stress.

The Center for Psychological Services (CPS) of Marquette University's Department of Psychology is dedicated to providing affordable and effective treatment to the general Marquette community, including its Milwaukee neighborhood. Like the University as a whole, CPS is dedicated to the principle of equal opportunity. CPS is staffed by Clinical psychology faculty and by graduate students, who are closely supervised by faculty.

The fee for services is established during this visit. *Fees are determined by ability to pay.* This is on a sliding scale that will not exceed \$75.00 per session.

**For more information or to schedule an appointment: 414-288-3487**

### **General Job Search Assistance**

FREE to all alumni

Individual counseling is available by appointment concerning all areas of job search.

*Individual appointments are limited to three one-hour sessions.*

Topics include:

- Resumes and correspondence
- Interviewing strategy and preparation
- Job search strategies
- Graduate school decisions and application
- Employer research
- Salary negotiation

### **The Kimberly-Clark Career Library**

FREE to all alumni

This center provides a wide variety of employment, career and graduate school information, including:

- Subscriptions to newspapers, magazines and other periodicals that profile job vacancies
- Industry information that include a variety of directories that help job seekers uncover potential employers in particular industries or in specific areas of the country
- Graduate school and entrance exam information
- Job search resources including sample resumes, sample letters, information about search strategies
- Several computers for job search use, including access to a laser printer

### **The CSC Website ([www.marquette.edu/csc](http://www.marquette.edu/csc))**

FREE to all alumni

Many of our resources are accessible through our website. Resources requiring a password are accessible by alumni through MU Connect which requires registration. To register go to <http://www.marquette.edu/alumni/index.shtml>

**MU Career Manager:** Access online at [www.marquette.edu/csc](http://www.marquette.edu/csc)

- Internships and full-time positions
- Online resume submission for on campus interviews; searchable by employers
- Calendar to track positions and upcoming career events

**Golden Eagle Search:** Access online through MU Connect

- Comprehensive web-crawler job search engine
- Search internships and jobs by skill area from over 5 million national job postings

**Vault:** Access online through MU Connect

- Online career library including company and career field information
- Research employers, industries, and career subjects

**Reference USA:** Access online through MU Connect

- Identify employers to actively pursue for positions
- Research industries/companies; executives, corporations, company descriptions

**Discover:** Access online at [www.marquette.edu/csc/about/DISCOVER](http://www.marquette.edu/csc/about/DISCOVER)

- Identify strengths and needs, make good career decisions, build a plan based on personal profiles
- Research-based assessments of interests, abilities, and job values
- Explore current databases of occupations, majors, schools and training institutions
- Please contact our office at 288-7423 to obtain a **user ID** in order to access DISCOVER.

**MU Connect:** Access online through MU Connect

- Database of Marquette alumni who have volunteered to be a source of networking and career advice
- Research career fields and where alumni work
- Find alumni in a particular city, industry, or organization

**MU Career Manager** Access online at [www.marquette.edu/csc](http://www.marquette.edu/csc)

Alumni are encouraged to submit their resume for inclusion in the MU Career Manager program. This comprehensive online job search tool connects candidates with employers in three main ways. While the majority of position openings are entry-level, we speak with employers regularly who are looking for experienced professionals. This can serve as one source of position openings in your job search.