

Both faculty and staff serve as role models of professionals in their chosen fields. The CEC is your partner in the vital work of supporting and guiding students in their career development and learning.

### **The Student Career Learning Community**

The CEC sees its role as an integral part of the broader Student Career Learning Community at Simmons, where students have multiple touch points for career learning. It is important for the whole Simmons community to communicate to our students that career education is both ongoing and lifelong.



### **Faculty Advising and the CEC**

As career development professionals, the CEC staff offers our expertise to complement your efforts within academic departments.

Undergraduate faculty are often faced with answering questions such as "What can I do with a degree in \_\_\_\_?" and "Should I apply for graduate education and which program will best connect to career opportunities?" With Simmons' strong emphasis on the Independent Learning Requirement (ILR), you are also charged with facilitating internships, field work, and research projects as part of a student's academic program. The ILR is a valuable advantage to Simmons students as they explore careers and test and build skills important to employers today, such as oral and written communication, problem solving, critical thinking, and teamwork.

The CEC is here to provide services, resources, and support to faculty and staff across all these areas.

# **CEC Services**

The CEC can assist you by providing the following services:

## **Individual Career Coaching for Students**

Faculty can encourage students to make an appointment with a career coach for personalized career coaching on issues such as choosing a major, determining a career direction or area of practice within a specific discipline, finding an internship, and developing job search skills or planning for graduate school. In a recent student evaluation of career counseling visits, 40% of students learned about the CEC from faculty.

## **Career Resources Orientation for Academic Advisors**

The CEC provides instruction for academic advisors about the specific career resources and services available to students through the CEC. Through a hands-on demonstration, advisors become familiar with CEC resources and how students can access needed information. This presentation can be customized to your academic discipline and answer specific career-related questions you may have.

## **Faculty Requested In-Classroom Workshops**

The CEC staff collaborates with faculty members to present in-class career-related workshops that integrate coursework with professional preparation. The CEC staff makes presentations on career resources for particular disciplines and conducts customized classroom workshops on a variety of topics. Please see our In-Classroom Workshop Guide for more information on how we can assist you. To schedule a time for the CEC to visit your class, please complete our workshop request form located on our home page.

## **Other Career Workshops and Programs**

Your students can also take advantage of other CEC workshops and programs offered during the academic year. These are valuable opportunities for them to learn more and help boost their career development. Visit our home page to learn more about upcoming CEC programs.

## **Employer and Recruiting Events**

The CEC also sponsors a number of recruiting events throughout the academic year, including career fairs, employer information sessions, information tables in the Fens and MCB Lobby, and roundtable career exploration events. These events are held both on- and off-campus. Of the CEC's career fairs, some are targeted, such as those for graduate school students, and others are broader in scope, such as the annual Spring Career & Internship Fair, primarily for undergraduates. Visit our home page to learn more about upcoming events.

The CEC's employer relations team will also work with faculty to develop employer programming for specific disciplines. The team can partner with faculty to bring employer resources onto campus for panels, brown bag lunches or a "Careers in. . ." presentation for career exploration. The employer relations team also welcomes employer referrals from faculty members who have employer contacts.

# CEC Resources

## 5 Step Career Development Model

The CEC uses a 5 Step Career Development Model that can be integrated within the academic programs. This model includes a career curriculum that helps students and alumnae/i acquire knowledge of self, career paths, and academic and career opportunities. For an example of how this curriculum can be adapted into academics, please see our home page for information on the Humanities 370 Career Preparation Course.

## Career Resources at Beatley Library

Simmons' Beatley Library is a state-of-the-art facility with reference librarians who can assist faculty and staff with career research. The library hosts [career research guides](#) organized by discipline and career-related resource topics.

## Job & Internship Listings

For job and internship opportunities for Simmons students and alumnae/i, the CEC maintains [Handshake](#), an online job board that lists local and national job and internship opportunities from employers in all fields. Dozens of new openings are posted each week. See our homepage for more information on Handshake, and Jobs & Internships listings.

## Contact Us

Let us know how we can work with you to meet your students' career-related needs:

PH: 617-521-2488

E-mail: [careers@simmons.edu](mailto:careers@simmons.edu)

We look forward to hearing from you!