

STAFF

OFFICE MANAGER: COMING SOON!

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EMPLOYMENT OUTREACH COORDINATOR (UDC): COMING SOON!

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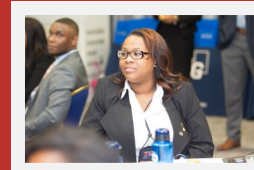
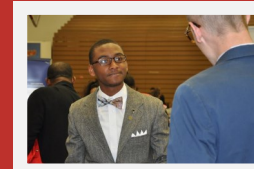
DIRECTOR OF CAREER SERVICES: IVAN LANEY - M.A.

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UNIVERSITY OF THE
DISTRICT OF
COLUMBIA
1851



VAN NESS CAMPUS OFFICE

HOURS: Mon & Fri 8:30am - 5:00pm | Tues, Wed, & Thurs 9:30am - 6:00pm

WEBSITE: www.udc.edu/careerservices

PHONE: 202-274-6920

EMAIL: careerservices@udc.edu

LOCATION: Building 38 | Floor A | Room A22 | Van Ness Campus

ADDRESS: 4200 Connecticut Avenue NW Washington, DC 20008

COMMUNITY COLLEGE OFFICE

HOURS: Mon, Tues, Thurs, & Fri 8:30am - 5:00pm | Wed 8:30am - 7:00pm

WEBSITE: www.udc.edu/careerservices

PHONE: 202-274-7236

LOCATION: Building 53 | Floor 2 | Room 204 | CC Campus

Address: 801 North Capitol Street NE Washington, DC 20002

Office of Career Services

Division of Student Development and Success
www.udc.edu/careerservices

CAREER SERVICES

Career services are accessible online via our website and on-campus in the Office of Career Services. We are available to assist current undergraduate and graduate students as well as recent graduates within 2 years. Alumni also have access to most of our career services.

CAREER COUNSELING

Counselors are assigned to you based on your UDC College/School. Meet with your career counselor to help you plan and prepare for your career success.

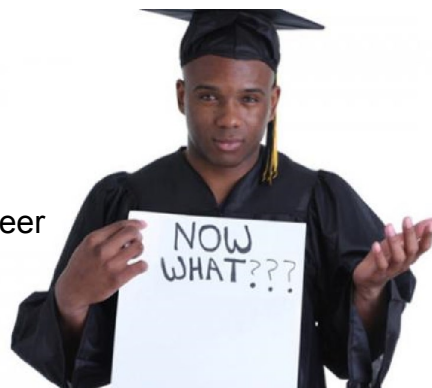
- Career Exploration and Job Readiness Assessments
- Careers and Majors Information
- Career Plans
- Employers and Recruiters
- Graduate and Professional Schools
- Interview Attire and Mock Role-Plays
- Jobs, Internships, and Other Positions
- Resumes and Cover Letters

Request an appointment at:

www.udc.edu/careerservices

CAREER EVENTS

Attend our career events including career fairs, job and internship fairs, hiring events, career workshops, and more.



CSO SYSTEM

This career management system helps you to connect with job and internship positions, employers, career workshops, hiring events, career programs, career info, resume templates, and more.

Login to your preregistered CSO

account at: www.udc.edu/careerservices

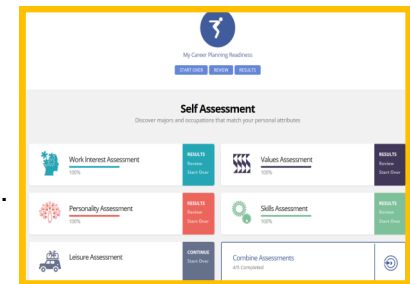


FOCUS 2 SYSTEM

This career exploration inventories/assessments system helps you to explore college major and career options that best fit your interests, skills, personality, values, and more.

Use the free Access Code: **firebirds** to create your Focus 2 account at:

<https://www.Focus2Career.com/Portal/Login.cfm?SID=1466>



STUDENT LEARNING OUTCOMES

FRESHMEN - SOPHOMORE YEAR

- **ACTIVITY #1:** Take a Career Exploration Assessment(s).
- **ACTIVITY #2:** Research Career Options.
- **ACTIVITY #3:** Complete Employment Readiness Assessment(s).
- **ACTIVITY #4:** Construct a Professional Resume.
- **ACTIVITY #5:** Construct a Professional Cover Letter.

JUNIOR - SENIOR YEAR

- **ACTIVITY #6:** Participate in a Mock Role-Play Interview .
- **ACTIVITY #7:** Attend a Hiring Event or Networking Event.
- **ACTIVITY #8:** Search and Apply for Job & Internship Employment.
- **ACTIVITY #9:** Search and Apply for Continued Studies Programs.
- **ACTIVITY #10:** Report your Employment or Continued Studies.