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*The Career Center is a department within the division of Student Affairs at Texas Tech University.
www.studentaffairs.ttu.edu

Computer Based Programs

*SIGIPlus is a computerized guidance system available online for student use. SIGIPlus can assist students by helping them match their skills, interests, and values with various career possibilities as well as provide students with information about careers and educational programs. SIGIPlus also has a Graduate School Selector component to assist in selecting graduate schools.

Career Library

*An extensive employer binder library is located in room 335, West Hall. Information from over 500 employers can be found in binders in this library. This information can be particularly helpful to students in preparing for job interviews and can also be valuable to students who might be sending resumes and letters to prospective employers.

*Also available to students is a Career Reference Library containing reference books and information on job search strategies, specific careers, graduate schools, and company profiles. The Career Center Videotape Library contains over 200 videotapes and CD ROM's on career related topics and employer organizations available for student's viewing.

*Files are kept containing information and applications received from school districts and governmental agencies. This material is available in our lobby for students use.

Red to Black Financial Planning

*Would you like information on how to live as an adult with a college student income? Are you having difficulty paying your credit card bills each month? Are you worried about paying off your credit cards after graduation? We can help you with all of these questions. The Red to Black program offers free confidential financial counseling by TTU students to keep you in the black and out of the red. For more information, see our website: www.r2b.ttu.edu.

Texas Tech University

335 West Hall
Box 45006
Lubbock, TX 79409

Phone: 806-742-2210
Fax: 806-742-2474

Website: www.careercenter.ttu.edu Email: cpp@ttu.edu



Career Center

Career Center

Summary Of Services

Texas Tech
University

Division of
Student Affairs

Registration/Credentials

*Undergraduate and graduate students are encouraged to register prior to the time they expect to seek employment. Early registration is important as many employers recruit candidates throughout the year. A student must register well in advance before interviewing on campus. Registration is completed online and access to the online system is available through the Career Center front desk or online at www.careercenter.ttu.edu. Students can then register at one of our Career Center student workstations or at any computer with access to the Internet. Registered members of the Career Center are entitled to receive a free copy of Job Choices and The Texas Tech Job Search Manual. These magazines can be picked up at the Career Center Office, room 335 West Hall.

*For those who are education majors, or seeking a teaching position, please bring 10 photocopies of your transcript to our office. This will allow us to send your credential file to your prospective employers.



Special Days

*Look for these upcoming special days on the Career Center website at www.careercenter.ttu.edu

Career Expo

*Representatives from over 150 companies, as well as graduate schools and government agencies recruit on campus during the fall semester. This event gives students the opportunity to talk to representatives from each organization and ask questions pertinent to the student's career goals. All students are encouraged to attend the event.

Graduate and Professional School Fair

*Over 40 graduate schools or programs are in attendance with information regarding their prospective programs and opportunities.

Summer Camp Job Fair

*Over 40 camps are in attendance interviewing for summer positions

*Over 100 school districts travel from all over the southwest region to participate in this event.

Resume Critique Days

*Every semester, the Career Center sponsors a resume critique day in which students are encouraged to bring their resumes for professional evaluation by the Career Center staff.

Mock Interviews

*Before students have an actual interview, they can get interview experience and instant feedback from an actual recruiter that interviews on-campus.

Career Counseling

*The professional staff of the Career Center is available to assist students with their career development. Since students need to take an individual approach to their career planning, time spent with one of the staff members can be extremely beneficial to them in learning how they might best approach their career planning and the job market. Appointments with one of the professional staff are encouraged and can be made by phoning the Career Center at 742-2210.

Experiential Education

*Information concerning internship and cooperative education opportunities is available through our office. Students interested in doing an internship or co-op experience are encouraged to make an appointment with one of our counselors to discuss the available opportunities.

Seminars and Orientations

*Each semester the Career Center offers numerous seminars on career related topics. A complete listing of topics, dates, times, and locations can be obtained from the Career Center Website. Students wanting assistance with resume development, job search strategies, interviewing skills, professional dress, or using the World Wide Web in your job search are invited to attend one or more of the helpful sessions. Seminars can also be arranged for student organizations and groups by calling the Career Center.

*For students planning to utilize the Career Center's on-campus interviewing process, it is essential that they attend an Orientation to become familiar with the tactics for obtaining on-campus interviews. Please do so as early as possible in the semester in which you plan to begin interviewing or during the semester before. A list of Orientation times is also available in our lobby.

Ambassador Program

*Each college at Texas Tech has a student representative in the Career Center that is responsible for assisting in the needs of that particular college. These student leaders accompany the Career Center staff to numerous seminars and help relate material by providing the perspective of the student. Their main goal is to assist in the recruitment of students, to reach out to the students by providing a personal touch, and to provide top quality service to our students, recruiters, Tech faculty and staff.

On-Campus Interviews

*Registered seniors, graduate students, and alumni have the opportunity to interview with representatives from a wide variety of businesses, industries, government agencies, and educational institutions who come to campus each fall and spring in search of new employees. Students who wish to participate in on-campus interviews are encouraged to attend an Orientation session early in the semester.

Job Listings/Publications

*In addition to on-campus interviewing, many employers prefer to simply list job vacancies. These listings may be accessed by logging into the system from our website. Current issues of career related magazines are available at no charge in our front lobby. These publications cover a wide variety of career-oriented subjects and target a wide variety of students.



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