

BBA Career Services Information

The **Business Career Services Center (BCSC)** assists all School of Business students in their pursuit of career-relevant internships and full-time positions.

Career Development Efforts

We seek to deliver a comprehensive career preparation program that will enable students to develop lifelong career skills that will facilitate immediate and ongoing professional success.

Employment Efforts

We seek to facilitate the successful employment of our students through an aggressive external marketing effort that develops strong relationships with employers and the companies they represent.

The **Business Career Services Center (BCSC)** has a variety of resources available to BBA Students at the Edwards Campus.

BCSC at the Edwards Campus

Representatives of the BCSC will be available in the lobby of the Regents Center Building between 4:00-7:00 pm on the following dates during the Fall 2011 semester. BBA students are welcome and encouraged to drop by for resume assistance and general career support.

- Tuesday, September 6th
- Wednesday, October 5th
- Thursday, November 3rd

KU Career Connections (powered by Symplicity)

Customized recruiting software for registered students offering on-campus recruiting (OCR) schedules and interview sign-ups available completely on-line, as well as on-line posting of students' resumes. Students who are **currently unemployed or under no contractual agreement with a current employer regarding their education and ongoing employment** are eligible to participate in OCR, which occurs on the Lawrence campus. All students are welcome to review and apply for non-OCR positions posted in KU Career Connections. For more information, visit: <http://www.business.ku.edu/careers/students/connections/>.

Wet Feet and Vault Resources at the Edwards Campus

There are a number of Wet Feet and Vault resources that are available for check out at the EC library. They can be checked out at the EC Library reserve desk for a week at a time.

Wet Feet Insider Guides:

Ace Your Interview	Careers in Biotech & Pharmaceuticals
Careers in Human Resources	Careers in Management Consulting
Industries & Careers for MBAs	Careers in Nonprofits & Government Agencies
Killer Cover Letters & Resumes	Job Hunting A to Z: Landing the Job You Want
Negotiating Your Salary & Perks	Networking Works

Vault Guides:

Guide to Investment Management	Guide to Marketing & Brand Management
Guide to Starting Your Own Business	Guide to Conquering Corporate America
Guide to Technology Careers	Top 50 Consulting Firms (Management & Strategy)
Guide to International Careers	Top 50 Banking Employers
MBA Career Bible	Guide to Venture Capital Careers

Business Career Listserv

Business Career Services sends a weekly listserv e-mail to subscribed users which outlines recent job and internship listings, upcoming events, and more. To sign up to receive the weekly Business Career Services listserv, visit our website at <http://www.business.ku.edu/careers/students/> and click on "Sign up here for Email Newsletters!" under the Resources section. Questions can be directed to Jolene Phillips.

CareerLeader

CareerLeader-College (designed for undergraduate Business students) is an integrated approach to business career self-assessment. The self-directed web-based career tool was developed at Harvard and is used by top business schools globally to help students guide their careers. It provides a robust analysis of a student's interests, skills and motivators, and then matches them to specific career paths and cultures that are likely to be

the best fit. The *CareerLeader* assessment is valued at \$95 but students may set up a *CareerLeader* account in the BCSC for **\$20** (the amount BCSC pays to obtain an individual license from the vendor). Contact our office for more information.

Individual Career Advising

If you're not available to attend one of our BCSC at the Edwards Campus events and find yourself needing individual assistance, please do not hesitate to contact our office to schedule a career advising appointment. Our staff is physically located on the Lawrence campus, but we're happy to arrange phone advising and to assist you through e-mail correspondence. Skype services are being explored for future advising arrangements. Contact 785-864-5591 to arrange an appointment. We are here to help and look forward to working with you!

Career Fairs

The Business Career Fair will take place on Thursday, September 15 from noon – 5:00 on the 5th floor of the Kansas Union. This event is open to the public. All BBA students are welcome and encouraged to attend. Business Professional or Business Casual attire required.

The Edwards Campus Career Expo will take place on Saturday, September 24 from 9:00 a.m. – noon in the Regnier Hall Lobby.

Several career fairs are hosted throughout the year by various career centers at KU. Visit www.careerservices.ku.edu for more information and dates.

Career Handouts

Handouts on a variety of career topics can be found on our website. Visit us online at <http://www.business.ku.edu/careers/students/handouts/> to find guidance on resumes, interviewing, salary negotiation, navigating a career fair, and a variety of relevant career issues.

LinkedIn & LinkedIn Affiliation Groups

LinkedIn is the world's largest professional network with over 120 million members and growing rapidly. LinkedIn connects you to your trusted contacts and helps you exchange knowledge, ideas, and opportunities with a broader network of professionals. A student tutorial for LinkedIn can be found at:

<http://learn.linkedin.com/students/>

Start by creating your profile and connecting to your personal network, advisors, faculty, career services staff, and peers. Some of the following groups may be of interest as you get started.

- Kansas Alumni
- University of Kansas School of Business Alumni (we welcome current students)
- KU Edwards Campus
- Jayhawks in Finance

Be sure to also check for groups related to philanthropies that you engage in, national honor societies, personal and professional interest groups, etc. If you have questions about how to effectively leverage LinkedIn, please contact the BCSC for assistance.

BCSC Staff

- Jennifer Jordan, Director, jjordan@ku.edu (Contact for General Career Assistance)
- Jolene Phillips, Assistant Director, jphil@ku.edu (Contact for General Career Assistance, Listserv, or Internships for Credit)
- Cheryl Norwood, Recruiting Coordinator, cnorwood@ku.edu (Contact regarding Business Career Fair and Job Postings)
- Vonnie Peterson, Office Manager, vpete@ku.edu (Contact to arrange appointments with BCSC Staff or for General Questions)
- Dave Stadler, Employer Relations, dstadler@ku.edu
- Ashley DeMond, MBA Career Services, ademond@ku.edu

KU Career Services Alliance & University Career Center

The University Career Center offers exceptional resources for Edwards Campus students through their website, KU Career Hawk. Be sure to join the Edwards Campus Career Group. Here you will find announcements, job leads, articles, etc. specifically intended for you. The Group page helps you connect with UCC, Edwards Campus staff and other Edwards Campus students all centered on the job search. To join, visit their website.

- University Career Center Website: www.kucareerhawk.com
- KU Career Services Alliance website: www.careerservices.ku.edu
- Business Career Services Center website: www.business.ku.edu/BCSC