

# UNIVERSITY CAREER CENTER

## Career Resources— Edwards Campus, BBA

The University Career Center (UCC) provides a variety of career resources for Edwards Campus, Bachelor of Business Administration students. As an Edwards Campus student, you are eligible to use any of the services available through the UCC and KUCareerHawk.com. More information on selected services can be found to the right.

We recognize that it may be difficult for you to visit our office and because of that we have utilized technology to enhance your access to career services. Among the resources is our comprehensive career focused website KUCareerHawk.com. From there you can find part-time jobs, create resumes, practice your interviewing, and interact with other Edwards Campus students involved with the job search. In addition, we have implemented tools that will assist you in connecting with UCC staff for individual appointments and attending workshops and programs from the Edwards Campus. Follow the directions on the right to take advantage of these services.

KUCareerHawk.com has a complete list of the events and visits on both the Lawrence and Edwards campuses. Let us know how we can help you and we look forward to working with you.



**Career Coaching**—Connect with a UCC Career Coach and define your career goals and develop a plan to make your goals happen. You can connect with a Career Coach by scheduling a face-to-face appointment at the UCC on the Lawrence campus, scheduling a video conference appointment via Skype or scheduling a telephone appointment.



**KU Career Connections**—An Internet-based program that allows KU students to post resumes and view and apply for internships and post-graduate employment opportunities specifically posted for them. Access KU Career Connections by visiting KUCareerHawk.com and using your KU online ID and password.



**Edwards Campus Group Page**—Visit the area of KUCareerHawk.com created just for Edwards Campus students. 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.



**Optimal Resume/Interview**—Are you having trouble getting your resume started or don't have time to come in for a mock interview? Optimal Resume/Interview is a free, self-directed, tool that can help you build a resume from scratch and prepare you for your next interview.



**Resume Dropbox**—Do you need a quick resume critique? If so, go to KUCareerHawk.com/edwards-campus and click on the Resume Dropbox icon and submit your resume. We will get it back to you, critiqued, within 1-2 business days.



**Workshops**—The majority of our Lawrence based, career-related workshops are available via videoconference for Edwards Campus students. Check out KUCareerHawk.com/edwards-campus for more information.



**Vault/Wetfeet**—Researching employers is an important aspect of the job search process. Access Vault & Wetfeet by visiting the Regents Center Library at the Edwards Campus.

Visit [KUCareerHawk.com/edwards-campus](http://KUCareerHawk.com/edwards-campus) or call 785-864-3624 to schedule appointments and to access our career resources available to you.