



# CAREER SERVICES

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UTTC Career Services provides an array of career resources to assist students in reaching their college to workplace goals. Incoming students will be introduced to a career exploration assessment called the Focus 2. The Focus 2 is to help narrow down a major and career path. This career assessment can be taken online anytime via the link on the Career Services webpage. Usernames are the student's UTTC email addresses and passwords are created by the student. Results are available immediately to the student and the Transfer and Career Services Coordinator. Each first-year student completes the Focus 2 in their first year experience class; however, an incoming student may take the Focus 2 prior to the class and schedule a time to go over the results with the Transfer and Career Services Coordinator.

After students have declared a major, Career Services guides student career paths through work-related experiences. Examples of these are job shadowing, attending employer talks, working off campus, attending tours of graduate schools and companies, career fairs, and internships. All of these experiences are explained and advertised. Students may also visit the Transfer and Career Services Coordinator to set up a work-related experience.

Career Services also assists students with creating cover letters and resumes. These are used when applying to jobs. In addition, students are educated on soft skills, interviewing, job searching, salary information within their major, and transitioning to the world of work. The Transfer and Career Services Coordinator visits classrooms with this information.

Each UTTC student should register online with the Career Services online career platform to gain access to local and national job listings, career related articles and videos, internships, ability to create a free platform profile for employers to view, and much more.

A career corner in the upper level of the Jack Barden Center is available for students to find information on transferring, current job postings and internships, and salary and job websites specific to each major. Please help yourself to any information.

In working with employers, Career Services can assist a company or organization in finding skilled UTTC talent. Some partnering options include: connecting with UTTC Career Services on our online career platform, linked on the Career Services webpage, to post job openings and connect with UTTC students and alumni, hosting student internships, providing short job shadowing experiences and tours at your site, speaking to classes about their chosen fields, being part of the advisory board, on campus interviewing, and attending the on campus Career Fair twice per year.

The UTTC Transfer and Career Services Coordinator and Career Resource Center is located at the southeast end of campus on the upper level of the Jack Barden Center, in the Student Services Department.

Please call UTTC Career Services at 701- 221-1863 or email [careers@uttc.edu](mailto:careers@uttc.edu) for more information. Visit the UTTC career services page at: <https://uttc.edu/student-life/student-services/career-services/>.