



B A L L S T A T E
U N I V E R S I T Y.

CAREER CENTER

The Career Center

Lucina Hall Room 220

Mission

The Career Center provides innovative, state-of-the-art career education through interactive, exploratory programs and services, engaging Ball State students to develop professional goals that transform the Ball State education into personal success.

Lucina Hall 220
8 a.m. to 5 p.m. Monday-Friday
(Summer 7:30 a.m. to 4 p.m.)
www.bsu.edu/careers

Connect with the Career Center

From your first semester as a freshman to the last semester of your senior or graduate year, the Career Center staff, programs, and services support your personal career goals. We offer a variety of outstanding services.

- The Student Employment Program can help you find part-time jobs, internships, and seasonal employment to support your financial needs and career exploration.
- Find your way through the career preparation process by using Career MAP (Management Action Plan). This online guide identifies practical steps to take, at your own pace, to move along the path to career success. Think of it as your job while in college.
- The Career Lab has books and electronic library materials for researching careers; finding internships and jobs; developing job-search skills; completing Career MAP; learning about business, industry, non-profit, governmental, and other types of employment; finding out how your interests or values can lead to passionately successful careers; identifying skills that employers seek in new hires; and getting accurate information about the salaries new graduates usually earn.
- Connect with a personal career advisor. Working with an academic advisor helps you get the classes you need, and working with a career advisor can help you find the internship or job you want.
- The KEY (Knowledge+Experience+You) Careers program helps freshmen make informed decisions about majors and careers early on during their time at Ball State. This year-long program starts during orientation and features events designed specifically for first-year students. By participating in this program, you can reduce the risk of multiple major changes and extended time in college. For more information, check out <http://www.bsu.edu/KEYCareers>.
- Intentionally develop your professional skills. Attend the Professional Development Seminar Series offered during fall and spring semesters. Learn about such critical issues in the workplace as generational diversity, conflict management, career mapping, and more!
- Take advantage of the technology systems offered to Ball State students and alumni to support the search for internships and employment. Cardinal ViewJobs and Cardinal Career Link are for students at every stage of career development as well as for alumni. Search the job postings, look at the extensive employer partner lists, use Resume Builder to create or improve your résumé and then upload it to Cardinal Career Link so you can participate in on-campus interviews and the résumé referral books that are sent, by request, to employers.

Events and Programs

All events and program dates and descriptions can be found at www.bsu.edu/careers. Click Career Lab and Resources; then click Calendar.

Fall Career Fair
Professional Development Series
Focus On Graduate School
Graduate School Fair
Cardinal Job Fair
Teacher Fair

Resources

The Career Center website provides access to all of the information available about special events, programs, and services. Save the Career Center URL in your Favorites and make a habit of regularly checking our calendar of events.

There are even more options for learning about careers and the programs and services of the Career Center.

- Participate in the open career fair events, even if you are just looking for information! Be sure to wear business casual attire. If you don't know what business casual attire is, you should attend the Professional Development Series workshops to learn about it and other professional issues.
- Pick up free career publications in the Career Lab in Lucina 235. Available publications include

Career Center Magazine,

Career tip sheets on a variety of topics,

Graduate School Guide,

Job Choices Magazine,

Job Postings,

The AAEE Job Search Handbook for Educators,

The Black Collegian,

And more.

Web Sites

Career Center:

<http://www.bsu.edu/careers>

Cardinal Career Link:

<http://www.bsu.edu/careers/careerlink>

Cardinal ViewJobs:

<http://www.bsu.edu/careers/viewjobs>

Career Center Online Resources:

<http://www.bsu.edu/careers/links>

<http://www.bsu.edu/careers/publications>

KEY Careers:

<http://www.bsu.edu/keycareers>

Career MAP:

<http://www.bsu.edu/careers/cmap>

Quest:

<http://www.bsu.edu/careers/quest>

If you need adaptations or accommodations for any of our educational programs or publications because of a disability, please contact
Career Center

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