

Student Services

Center for Career Services

The Center for Career Services offers a broad range of career-related services to students. These include career counseling, career planning classes, internships and job search assistance.

Career Counseling

Clear career decision-making is essential to creating and implementing a successful career plan. Students may schedule individual appointments with a licensed career counselor to assess their values, interests, personality and abilities as related to majors and careers; learn the career decision-making process; and create tentative career plans.

Career Planning Classes

The Center offers a one-credit course, Introduction to the World of Work (CE 101), which introduces students to the career decision-making and planning process in a structured environment. Students learn to assess their personal attributes as they relate to majors and careers, develop an awareness of the working world, and acquire knowledge regarding tools and strategies for conducting a successful job search.

The Cooperative Education Program

The Cooperative Education Program offers students the opportunity to integrate classroom learning with “real world” experience by serving internships related to their academic and career goals. Professional work experience helps students to clarify their career goals, gain resume-building experience, increase their sophistication about the world of work, and develop core competencies required for their preferred career field.

Internships may be paid or unpaid depending on the student’s career field of interest. Internships are eligible for credit or non-credit transcript notation. Work assignments relate to students’ career interests and majors and are arranged to allow them to advance in terms of levels of responsibility and required competencies as they mature and progress through the curriculum. Through this program, students may earn a maximum of three credit hours over their university careers. In order to receive credit, students must secure approval from a Career Center advisor prior to registration and before work has started.

On-line Job Listing and Resume Posting Service

Students can access postings for permanent full-time jobs, internships, and summer and part-time work experiences through an on-line service available 24 hours per day to those registered with the center. John Carroll University participates in a pooled internship program that allows students to apply on-line for internships posted by sixteen universities throughout the northeast Ohio region. Students may also post their resumes on-line to be reviewed by approved employers seeking candidates.

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Senior Job Search Assistance

Registered seniors may consult a career advisor for assistance with their search for a permanent job after graduation. Advisors help students develop job search strategies, identify potential employers, and prepare for interviews.

Students of all majors may participate in the on-campus interview program. Approximately 200 employers recruit on campus each year through this program. The Center for Career Services also sponsors three job fairs each year as well as special programs and presentations related to the job search.