Career Services

Career Services is all about your success in college and beyond. This office provides comprehensive and individualized career planning, preparation, and internship and job search support services for Penn State New Kensington students to help you reach your educational and career goals.

**HOW TO CHOOSE THE RIGHT CAREER**

Career and Internship Resources Center:
- View our on-line job posting board for full-time, part-time, and internship positions.
- Broaden your prospective employer list with our business directories.
- Research employment trends with our magazines, books, and handouts.
- Learn the tricks to job searching, career exploration, and the use of career resources on the Internet.
- Attend our career fairs to network with employers, gather career information, and learn about job and internship opportunities.

Career Assessment:
- Learn the best career options for you based on your interests and abilities by using our online career assessment system and other resources.

Individual Career Counseling:
- Explore career options and discuss concerns.
- Assess your strengths and interests.
- Especially recommended for students who have not declared their major or are unsure.

**INTERNSHIPS & EXPERIENTIAL LEARNING**

Internships and Experience
Gain job related experience, define your career goals, develop skills, and network with people in your field through experiential learning activities related to your major.

**Opportunities include:**
- Internships (credit or non-credit)
- Part-time or summer jobs
- Campus and community involvement
- Job shadowing
- Service Learning/Volunteerism
- Academic Research Fair
- Faculty Research Projects

Visit us on the web: [www.nk.psu.edu](http://www.nk.psu.edu)
Increase Self-Awareness
- Meet with a counselor to identify career-related interests, values and abilities and to clarify career goals.
- Identify what is important to you in a career.
- Test interests through courses, volunteer work, and student activities.

Explore Career Options
- Research career options of interest using the Career Resource Center and career-exploration sites online.
- Interview friends, family, alumni, professors, and other people in the community to learn more about a variety of careers.
- Identify alumni and other professionals to “shadow” and observe careers of interest.
- Begin “sampling” careers by pursuing summer jobs and internships.
- Attend career fairs, industry panels, and company information sessions to learn about career options.

Acquire Knowledge, Skills, and Experience that Employers Seek in Graduates
- Choose a major, minor, and electives that match interests and provide the appropriate academic background expected for certain career paths.
- Become active in extracurricular activities and volunteer work to develop teamwork, interpersonal, and leadership skills.
- Obtain relevant work experience by pursuing internships, co-ops, part-time work and summer jobs.
- Hone communication skills through writing-intensive classes, research projects and presentations.

Develop Self-Marketing Skills to Help Implement Your Career Goals
- Participate in workshops such as resume writing, interviewing, and job search strategies.
- Meet with a counselor to help design and implement a job search or plan.
- Drop in and see a counselor for a critique of resumes and cover letters.
- Participate in a “mock” interview to practice interviewing.
- Take advantage of various career and grad school fairs.
- Meet alumni and professionals in your field and talk with them about careers available to graduates.

Job Search Assistance
Begin your search for a job or internship with a visit to Career Services where we are dedicated to supporting you through the entire process and providing you with the resources to succeed.

- Review job searching strategies and implement a plan.
- Produce a polished resume and cover letter.
- Gain confidence in interviewing by practicing with “mock” interviews.
- Know what kind of job you want and be prepared to discuss with employers the skills, experiences and attributes you have to offer.
- Seek opportunities to network with alumni and professionals in your field.
- Attend local job fairs and Penn State Career Days to initiate contacts with employers recruiting college students and graduates.
- Register with Penn State’s online Nittany Lion Career Network to view and apply for positions.
- Make the most of Penn State and local resources.

Recruiting and Hiring Penn Staters
Parents and alumni can encourage their companies to recruit and hire Penn State New Kensington students and graduates. Contact Career Services, and we can help fill job and internship openings with highly qualified candidates.

CONTACT US
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Graduation is the result of hard work and planning. Success in your career builds on your academic achievements but also requires significant planning, preparation, and persistence to reach your goals.