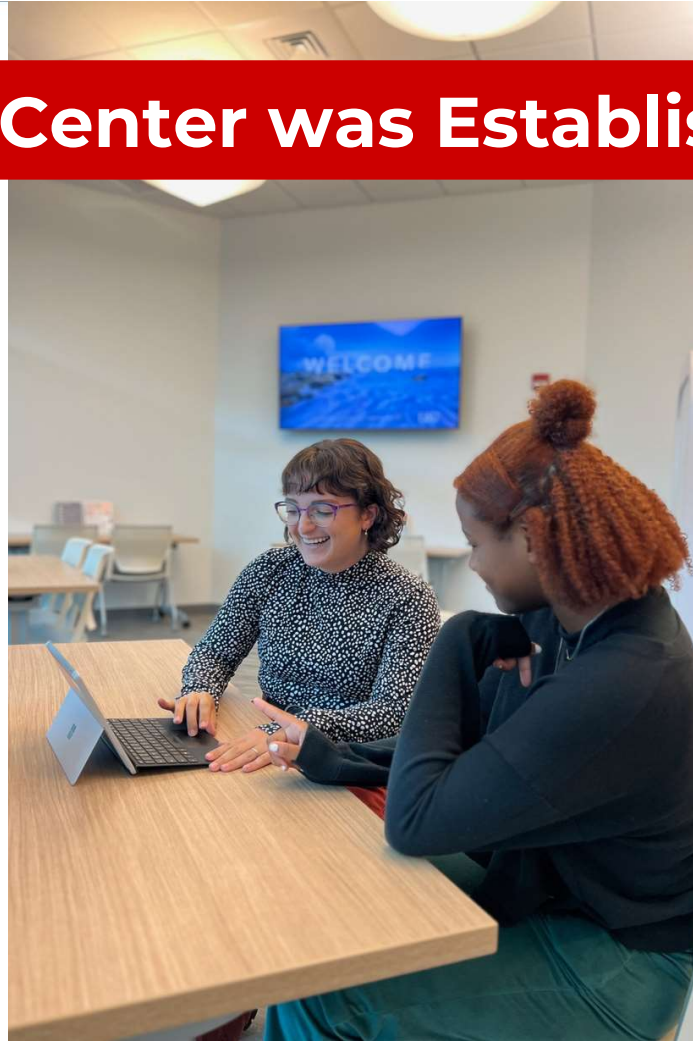


The Florida Atlantic Career Center



The Career Center was Established in 1965



Career Center

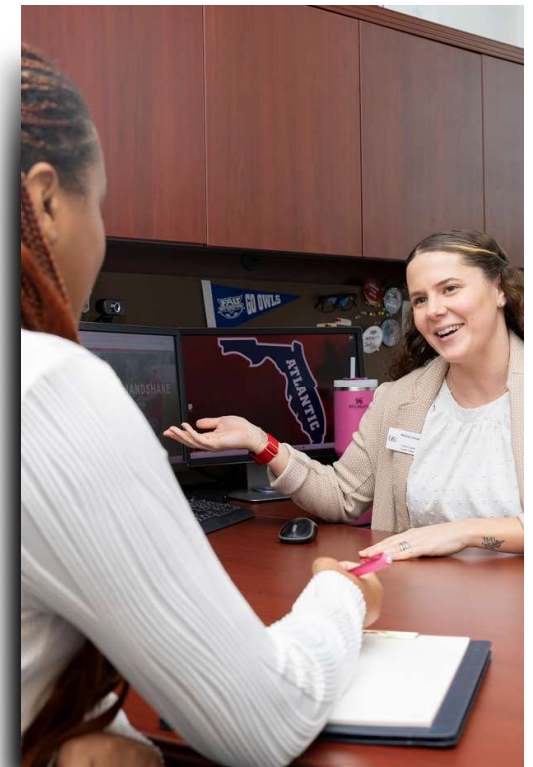
OUR MISSION IS TO SUPPORT STUDENTS, ALUMNI, AND EMPLOYER PARTNERS IN BUILDING TOWARD SUCCESSFUL FUTURES



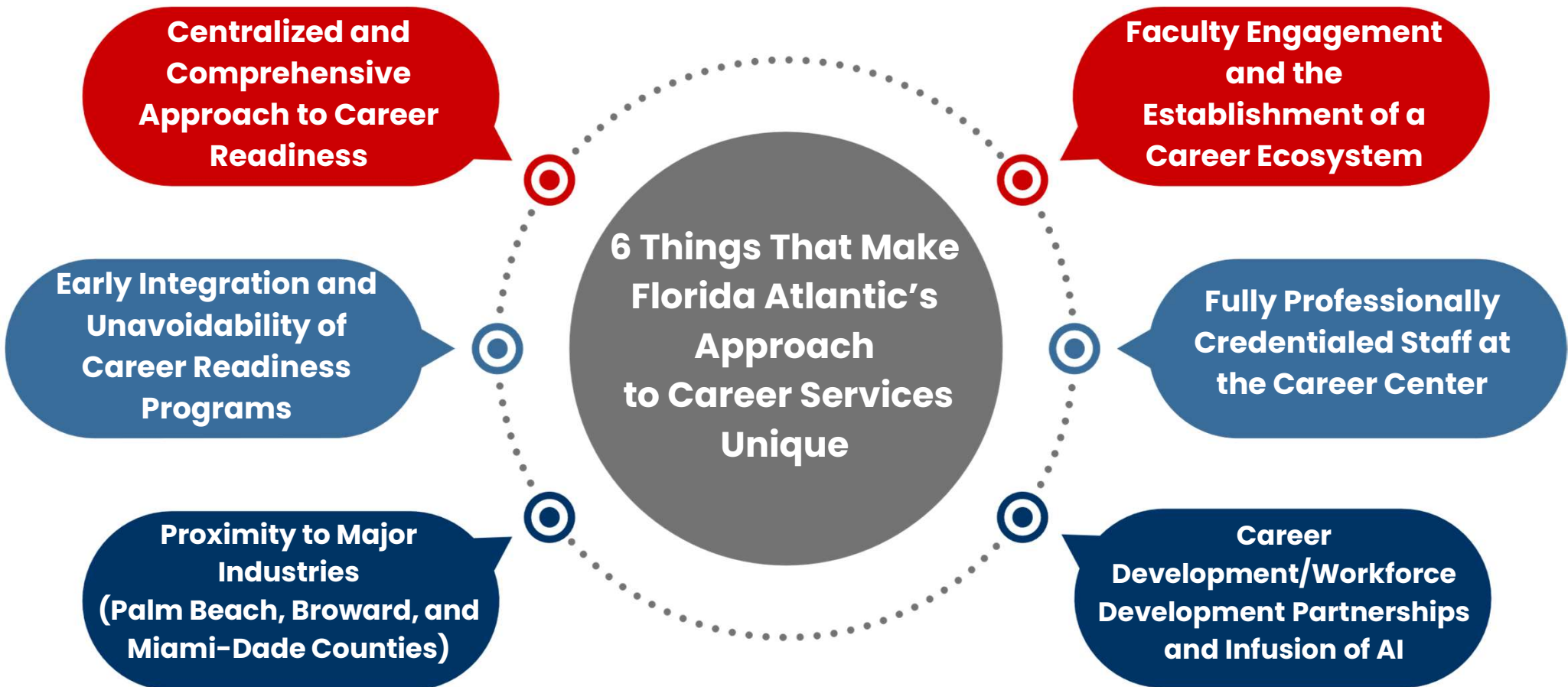
EARLY, OFTEN, AND IN A MEANINGFUL WAY



THE FLORIDA ATLANTIC CAREER CENTER CONTINUES TO ENGAGE WITH MORE STUDENTS THAN EVER



Career Center





FLORIDA ATLANTIC

HELPING TO BUILD FUTURES

STUDENT PREPARATION FOR ENTERING THE WORKFORCE

561-297-3533
FAU.EDU/CAREER
CAREER@FAU.EDU

DECIDING MAJORS/ CAREER PATHS

- Kick Off Your Future
- Individual Career Coaching Sessions
- SLS 1301: Career & Life Planning Course
- Major KnOWledge Career Assessments

CAREER PREPARATION

- Career Skills
- Résumé Building
- Interview Skills
- Professional Headshots and Attire
- Networking Tips
- Individual Career Coaching Sessions
- SLS 4342: Professional Development Course
- Career Liaisons

CAREER SKILL DEVELOPMENT

Career & Self Development
Communication
Critical Thinking
Global Intercultural Fluency
Leadership
Professionalism
Teamwork
Technology
Wellness

JOBS/ GRADUATE PROGRAMS

- Employer & Community Engagement
- Career Fairs and Networking Events
- Workshops and Industry Panels
- On-Campus Interviewing Program
- Graduate/Professional School Planning
- Handshake
- College & Employer Connections

EXPERIENTIAL LEARNING/ INTERNSHIPS

ON & OFF CAMPUS

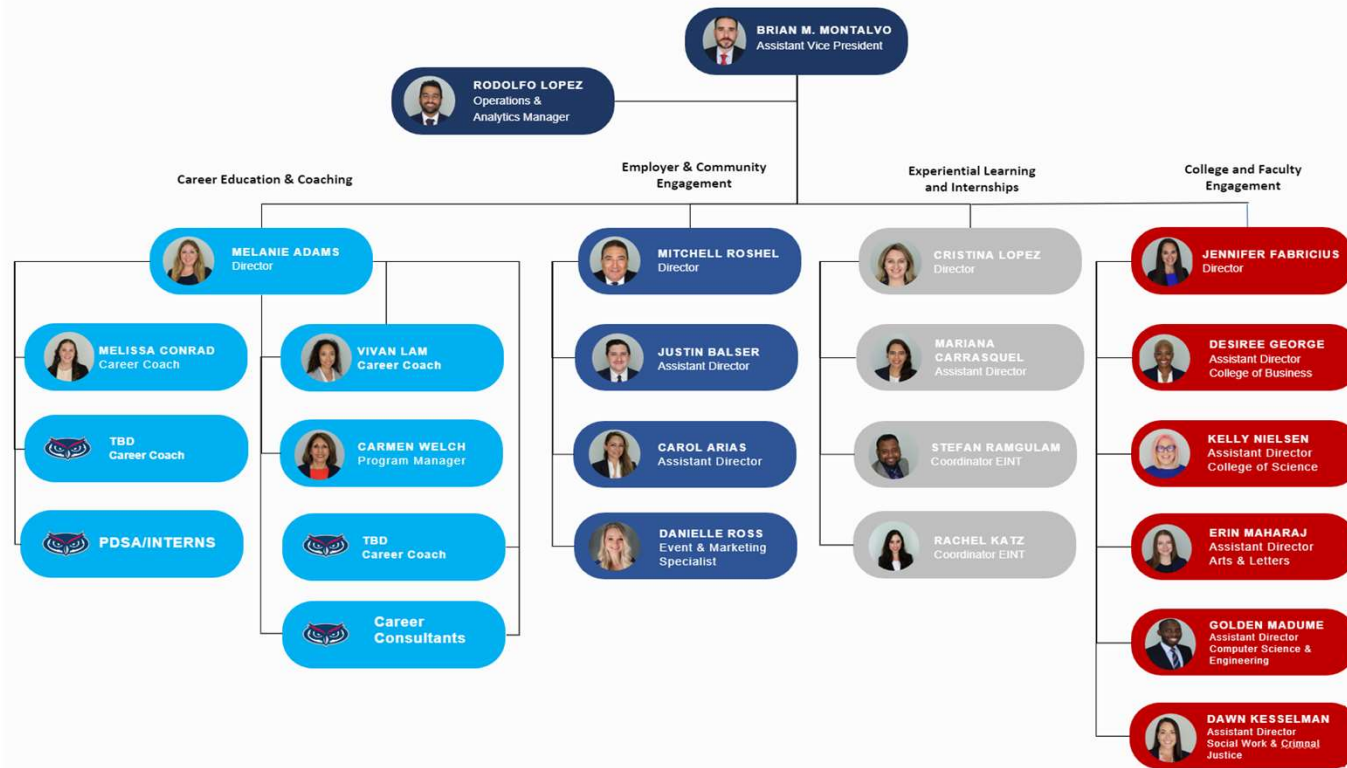
- Professional Internship Course
- Employer/Student Development
- Internship Fairs
- Micro-Internships
- Job Shadow program
- Handshake



Career Center

CAREER CENTER

2024 ORGANIZATIONAL CHART

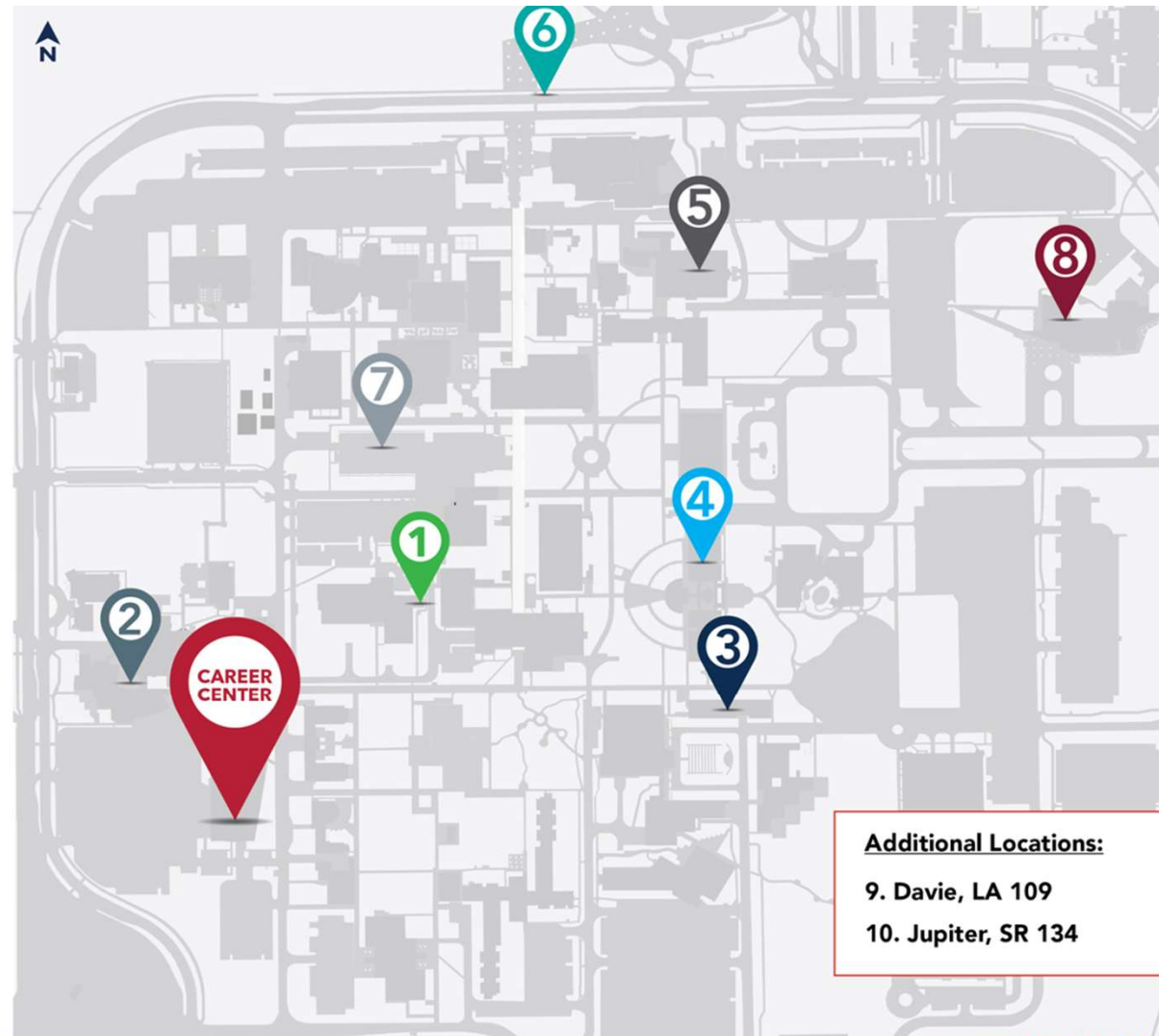


Career Center

VISIT A CAREER COACH ON LOCATION AT THE BOCA RATON CAMPUS

MAIN CENTER STUDENT SUPPORT SERVICES
SU-80 ROOM 220

- 1. Center for Teaching and Learning (CTL)**
GS building 2, 2nd floor
- 2. Military and Veterans Student Success Center**
CR-31E Room 173B
- 3. Dorothy F. Schmidt College of Arts and Humanities**
AH-52 Room 212
- 4. College of Social Work and Criminal Justice**
SO-44 Room 117
- 5. Science Building**
SE-42 Room 308
- 6. Schmidt Family Complex for Academic and Athletic Excellence**
SF-107 Room 146E
- 7. S.E. Wimberly Library**
LY-3 Lobby
- 8. College of Engineering and Computer Science**
EE-96 Room 102H



Career Center

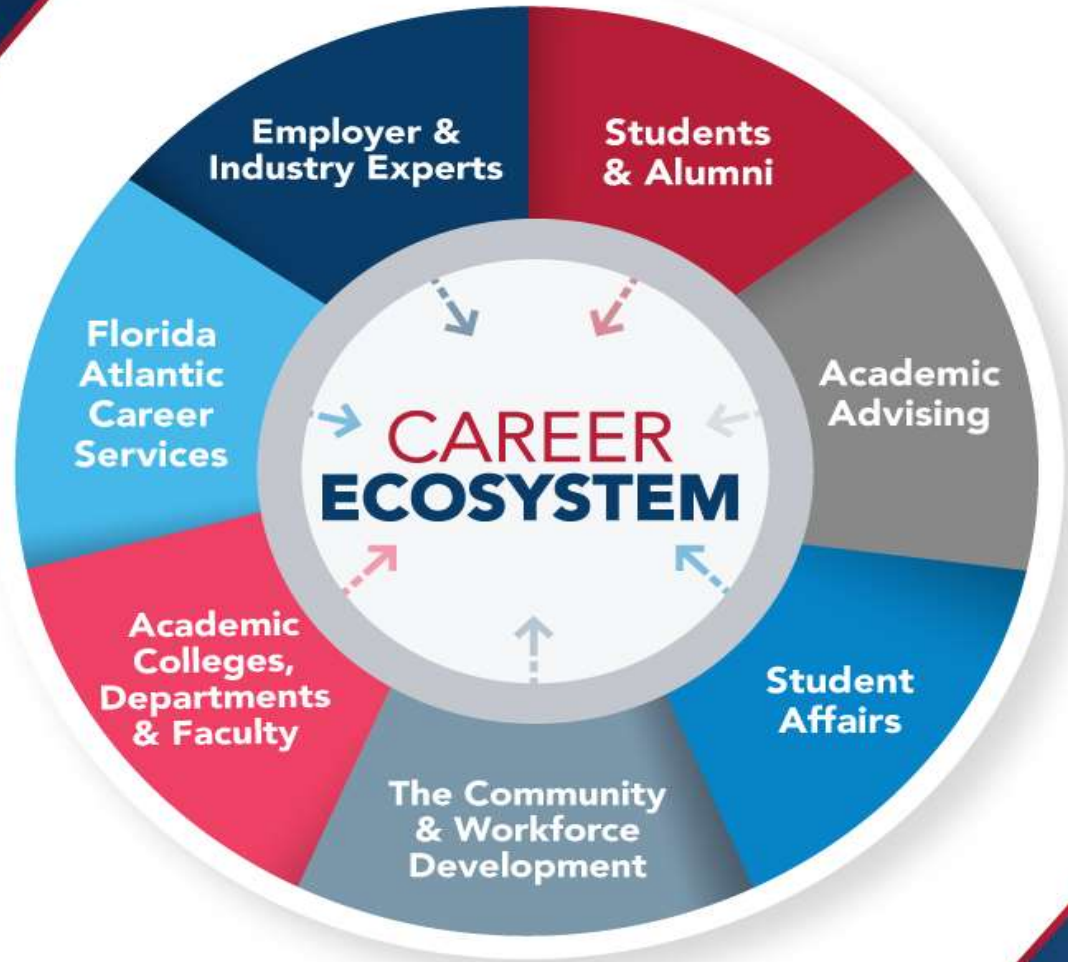


FLORIDA ATLANTIC

CAREER CENTER

**BUILDING A
CAREER
ECOSYSTEM**

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CAREER@FAU.EDU



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WORKFORCE DEVELOPMENT: COMMUNITY COLLABORATION

Examples of Organizations The Florida Atlantic Career Center Connects With

- Workforce Organizations**
- Business Development Boards**
- Chambers of Commerce**
- Economic Development Organizations**
- University & State Governing Bodies**
- Local Hubs & Research Groups**

CareerSource Broward
CareerSource Palm Beach

Business Development Board of Palm Beach County

Boca Raton Chamber of Commerce
Fort Lauderdale Chamber of Commerce

Broward County Office of Economic and Small Business Dev.
Greater Fort Lauderdale Alliance, BioFlorida

Board of Governors, NCDCA, FloridaAce, Boca Bowl, CEIA
Board of Trustees

Tech Runway South Florida Tech Hub
Global Ventures
Research Park



Career Center - Nationally Recognized



**National Career
Development Association**



**Student Affairs Administrators
in Higher Education**



**Cooperative Education and
Internship Association**



**Handshake Career Spark
Award Winner**

Nationally Recognized:

- Skills integration into Internship programs.
- Infusion of faculty engagement into the career development process.
- Career Development Services.
- Early career integration program.
- Data Analytics and First Destination Surveys.

At Florida Atlantic:

- SA Employee of the Year
- FAU Employee of the Year
- Mentor of the Year
- International Educator of the Year
- Leader of Leaders Award
- GA of the Year
- FAU Customer Service Award
- SA Customer Service Award
- Staff of the Year, Northern Campuses



Training Site for Other University Career Centers



EXAMPLES INCLUDE:

Distribution of content to colleagues across the country and world. Since 2000:

- **Over 100 conference presentations at all levels**
- **25 publications**
- **30 webinar presentations**
- **National and international consultation to three universities in the UAE and Ghana.**
- **We have had teammates serve on national boards, state boards and local boards.**



Career Center

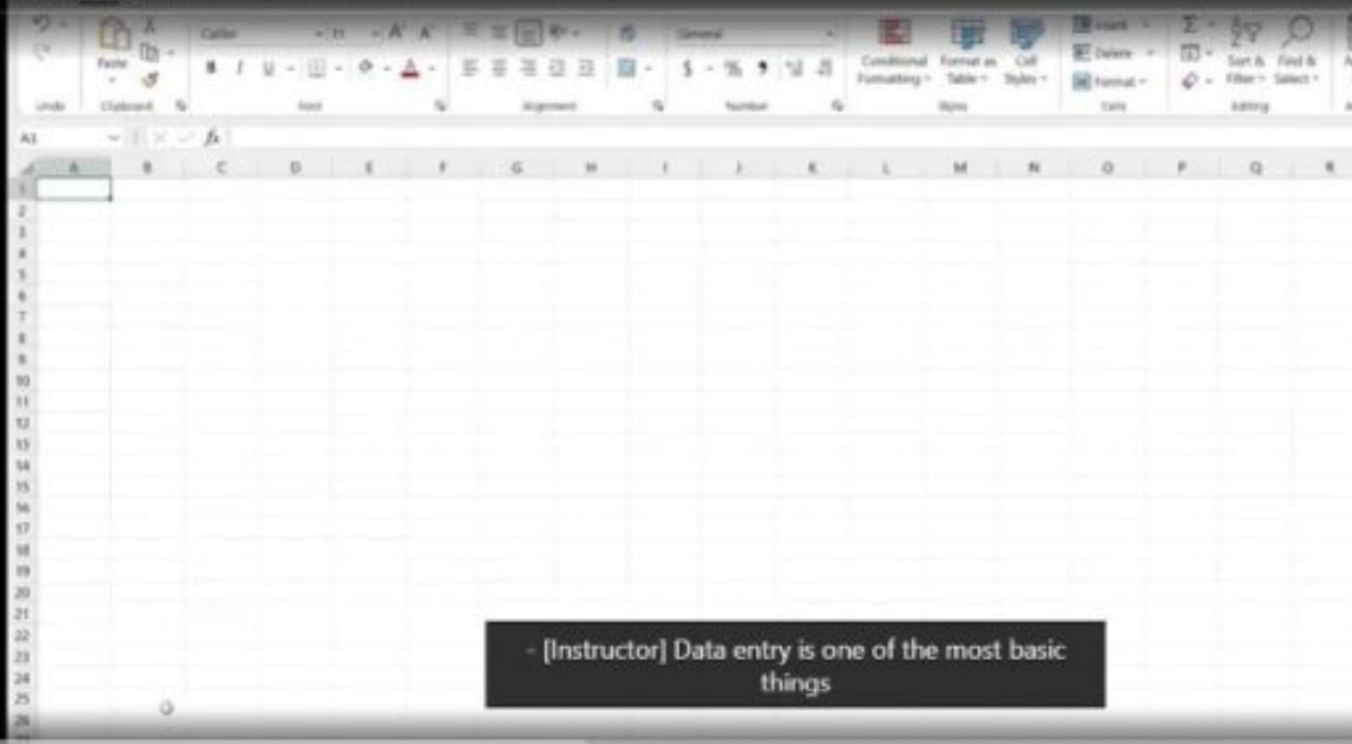




Contents

- 1. Getting Started with Excel
 - What is Excel used for? 2m 53s video
 - The Ribbon menu and the Quick Access Toolbar 5m 9s video
 - Shortcut menus and the Mini toolbar 4m 44s video
 - Understanding workbooks and worksheets 3m 15s video
 - Use Excel Help 3m 52s video
 - Accessibility features in Excel 4m 46s video
 - Chapter Quiz 7 questions
- 2. Entering Data
 - Exploring data entry, editing, and AutoFill

Excel Essential Training (Microsoft 365)
Exploring data entry, editing, and Autofill



- [Instructor] Data entry is one of the most basic things

0:00 / 5:08

Curated Content

of courses that cover topics relevant to virtually every career path.

Overview Q&A Notebook Transcript

Excel expert with 25+ years of experience

Certificates - Show all

Related courses



INDUSTRY TO CAMPUS LAB (ICL)



An innovative and collaborative space for faculty, staff, and employer partners to discuss the future of work, skill gaps, and more.



Career Center



FLORIDA ATLANTIC

FALL 2024 CAREER FAIR SCHEDULE



- SEPT. 12 THE FLORIDA ATLANTIC CAREER FAIR
- SEPT. 20 ACCOUNTING & FINANCE CAREER FAIR
- OCT. 10 INTERNSHIP & PART-TIME JOB FAIR
- OCT. 17 CAREERS IN TECHNOLOGY & ENGINEERING CAREER FAIR
- OCT. 24 GRADUATE & PROFESSIONAL SCHOOL FAIR
- NOV. 6 VIRTUAL CAREER FAIR

REGISTER NOW ON
HANDSHAKE

#HIREDINPARADISE

FOR FURTHER INFORMATION PLEASE EMAIL
RECRUIT@FAU.EDU OR CALL 561-297-3533.

Florida Atlantic Student - Career Ready - 5 Questions to Start

- 1. Does the student have a professional resume?**
- 2. Does the student have experience and know how to conduct a professional interview?**
- 3. Is the student aware of the top skills employers are looking for?**
- 4. Is the student aware of their skill-gap and how to bridge it (e.g. using LinkedIn Learning)?**
- 5. Is the student actively applying to internships?**



Next Steps



- **Tour the Career Center & learn more about our services, active projects, and how you can participate – to schedule a tour, email Jenn Fabricius at jberma16@fau.edu and plan for 30 minutes.**
- **Attend the Career Center Academy this fall. Check the Career Center's website for dates, or email Jenn Fabricius at jberma16@fau.edu**
- **Schedule yourself to attend and view the Florida Atlantic Career Fair. Come by for 30–60 minutes. The next Florida Atlantic Career Fair is scheduled for Sept 12 from 11 a.m. – 3 p.m.; there will be over 100 employers and 1,200+ students. No RSVP is needed; simply show up and connect with a Career Center Staff Member. We recommend arriving anytime after 11:30 a.m. and before 2 p.m.**

