Career Services

Services Provided

Career Services is committed to providing students the skills necessary to develop and implement an effective, life-long career search process. The following services are provided by Career Services to all Lycoming students and alumni:

S.H.A.R.E. (Students Having a Real Experience):
A program designed to assist students in testing positive career choices through practical experience. Students visit with a professional in the Williamsport community. This provides students an opportunity to learn about particular careers through observation, questions, and discussion with a professional in an employment area of interest.

Career Interest Assessments:
SIGI3, education and career planning software for the web, enables students to assess their values, interests, skills and abilities and link this information to occupational clusters, specific employment opportunities or graduate programs. Information on the Myers-Briggs Type Indicator (MBTI) and the Self Directed Search (SDS) is also available.

Computer Technologies:
Career Services is on-line at http://www.lycoming.edu/cdc. Career information pertinent to your job search can be accessed through the Internet. Graduate school information, job search strategies, relocation services, employer research, job announcements, internship opportunities, study abroad and community service information are a keystroke away.

Career Advisors:
Upperclass students are trained to function as peer paraprofessionals who assist students with graduate school information, resume critiques, cover letter preparation, and job/internship searching.

Career Resources:
Career Services library, with over 700 hardbound and electronic resources, provides a wide array of career information about major and minor choices, career searching and employment, internships, study abroad, and resume and cover letter assistance.

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**Job Hotline:**
Provides regularly updated information concerning summer, part-time, and full-time job opportunities, internships, and graduate schools. The Job Hotline may be accessed by checking out Career Services homepage at www.lycoming.edu/cdc/Job_Hotline2.htm.

**Campus Programming:**
Career Services offers a variety of educational programs throughout the semester that are designed to enhance the career skills of our students. These programs include topics such as resume assistance, interview preparation, social etiquette, graduate school preparation and real world transitions. Career Services staff members make themselves available to present a variety of topics to classes, student organizations and faculty and staff.

**Resumes and Cover Letters:**
Career Services staff aid in helping students develop resumes and cover letters. Quality paper and printing are available within our office for a nominal charge.

**Credential Files:**
Credential files are kept in Career Services for every student requesting one. These files are kept for a minimum of five years and can be held longer if instructed to do so by the student. All files are confidential and may include recommendations, resumes, transcripts, and GRE scores. Career Services will send information within credential files to employers, graduate schools and others, free of charge, upon request by the student or organization.

**Graduate School Information and Graduate Testing Information:**
In conjunction with academic departments, Career Services provides services that assist students through the graduate school search process. The center sponsors graduate school preparation programs and graduate school resources such as computerized and hard copy graduate school guides, scholarship and financial aid information, and test application and other information.

**Babysitting and Part-Time Job List:**
This file offers an opportunity for college students to be referred to faculty, administrators, and community members who require services on a short-term basis. Students can pick up a few dollars by baby-sitting, cleaning, shoveling snow, raking leaves, mowing grass, etc.