

Career Center Services Information for Adults with Autism Spectrum Disorders Towson University



Located at: 7800 Building, Suite 206
York Road
Towson, MD 21252
Hours: Monday - Friday 8 a.m. - 5 p.m.

Outline

- 1. Contact Information**
- 2. Career Center Services**
- 3. Career Counseling**
- 4. Hire at TU**



Please Note: All information is taken directly from Towson University's Career Center website.

Contact Information

Hours:

Monday through Friday 8:00 am - 5:00 pm

Location on Campus

7800 York Road, Suite 206

Mailing Address

The Career Center
Towson University
8000 York Road
Towson, MD 21252

Phone 410.704.2233

Fax 410.704.3459

Services

The Career Centers services are available to students and alumni. Their services include but are not limited to the following.

- Appointments
- Assessments
- BlogNEW
- Career Builder Campus
- Career Counseling
- Forms Directory
- GENL 121 Personal Life and Career Planning Course
- Fairs and special events
- Hire @ TU
- Internships and experiential learning
- Job shadowing
- On campus recruiting
- Online-resources and links
- Resource library
- Resource tutorial
- Workshops

(Retrieved from <http://www.towson.edu/careercenter/> on April 23, 2009.)

Career Counseling

Individual Appointments

Career planning can be an overwhelming process, complicated by many factors including self perceptions, others' expectations, and the economy. Our career counselors are available for 50-minute appointments to help you:

- Clarify your career/major goals
- Choose a career direction
- Assess skills, abilities, interests, and priorities
- Locate career information
- Learn job search techniques
- Develop interview skills

Confidentiality

All records kept by our office are **STRICTLY CONFIDENTIAL**. Records may include: counseling session notes, assessment results, academic records, resumes, and job-search information. Exceptions to this policy may be made only under the following circumstances: 1) with expressed written permission from the client to release records to appropriate agencies; 2) if there is a clear, imminent threat to the health and/or safety of a client or others, to notify responsible authorities.

What to Expect From Your Career Counselor

Career counselors are trained to listen to you, help formulate goals based on your needs, and assist you in finding the best resources to meet those needs. Formal assessments are often used to help you move toward realistic action plans to meet your goals. Career center staff will be respectful of you and are genuinely willing to help. A career counselor can help you:

- Explore your values and interests
- Understand your skills and strengths
- Find answers to your career-related questions
- Explore majors and/or careers that might be a good fit
- Develop decision-making skills
- Research specific career questions
- Expose obstacles which might hinder your career choices
- Develop job-search and interviewing skills
- Write a resume or other correspondence

(Retrieved from <http://www.towson.edu/careercenter/student/counseling.asp> on April 23, 2009)

Questions to Consider

Before meeting with a career counselor take a few moments to consider the following questions. This will enable you to start thinking about what you would like to accomplish during your sessions. Your counselor can better assist you if you can articulate your career needs.

- What made you decide to visit The Career Center?
- What do you hope to accomplish during your first visit?
- What are your favorite classes from high school or TU? Why?
- Why did you choose the classes you have taken?
- Who are the most influential people in your life and why?
- What occupations do your friends and family have?
- How do your friends or family feel about their careers?
- What skills are you most proud of having?
- What is the most unusual thing about you?



(Retrieved from <http://www.towson.edu/careercenter/student/counseling.asp> on April 23, 2009.)

HIRE@ TU

Hire@TU Towson's online database for internships, jobs, career events, networking, and more!

1. What is Hire@TU?

Hire@TU is a searchable online database where students and alumni can search for full-time, internship and part-time opportunities. Thousands of employers post their positions on Hire@TU.

2. How do I create a Hire@TU account?

On The Career Center website, <http://www.towson.edu/careercenter>, select "Students and Alumni click here." Select "Click here to register!" to get started. Complete your profile, fill in all required fields, and click "Register."

3. What if I forget my Hire@TU username and/or password?

Please do not create a duplicate account. Call The Career Center at 410-704-2233 for help. (For more information please visit The Career Center at 7800 York Road, Suite 206)

4. What should I choose as my "Applicant Type" when submitting my profile?

The "Applicant Type" reflects the type of job you seek. For example, if you are searching for an internship, choose "Internship" from the list of Applicant Types. More than one "Applicant Type" can be selected by holding down the Control Key on your keyboard while you click additional selections.

There are three different Applicant Types for part time jobs; one for off campus jobs and two for on campus jobs. When selecting from Part Time - Federal Work Study, Part Time - Off Campus, and Part Time - Regular Student Employment, be sure to choose the one you are looking for now. If you are unsure whether or not you have Federal Work Study, contact the Financial Aid Office or [click here](#) for more information. When in doubt, please select "Part Time - Regular Student Employment."

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5. How do I select my major in the "Demographic Information" section of my profile?

Click the "Add/Remove" button just below the "Majors" box. A new window will open.

Click the plus sign [+] next to All Majors to display the Colleges.

Click the plus sign [+] next to your college to display particular majors.

Click the box next to your major to place a check mark [✓] in it.

Scroll to the bottom of the window and click the "Close Window" button.

You should see your major listed on your profile.

6. How do I apply for positions in the On-Campus Recruitment Program?

Login to your [Hire@TU](#) account and click “My Account.”

Click “Schedules Tab” then click “Qualified Schedules” (Make sure your Profile is filled out completely to ensure the best results).

Select the job by clicking the “Schedule ID#.” Click on “Request An Interview” - your resume must be uploaded in [Hire@TU](#) and serves as your application. A cover letter can also be included.

Resumes will be reviewed one week prior to the interview date. You will be notified by email if you are accepted with instructions on how to sign up for an interview slot.

(For more information please visit our [OCR PowerPoint Presentation](#) or visit The Career Center at 7800 York Road, Suite 206)

7. Am I required to upload my resume?

Uploading a resume is not required to conduct a job or internship search, however, the on-campus recruiting program, including the teacher recruitment fair, requires a resume.

The mock interview program does not require an uploaded resume.

8. How do I upload my resume on [Hire@TU](#)?

Have your resume reviewed at The Career Center before posting.

Select “My Account” from the main bar then select “My Documents”

Click “Upload Files” – click “Browse” and select your file, making sure that it is professionally named.

Select “Upload” and the file will appear in the Document Manager

(For more information please visit The Career Center 7800 York Road, Suite 206)

9. Where do I find jobs and internships?

Create and/or access your [Hire@TU](#) account

Visit The Career Center website at <http://www.towson.edu/careercenter>

Click “[Hire@TU](#)” in the “Quick Links” area

Select the “Create an Account” link on the home page and follow the instructions to create an account.

(For more information please visit The Career Center at 7800 York Road, Suite 206)

10. How do I search for jobs and internships?

Create and/or access your [Hire@TU](#) account.

Select “Jobs” from the main menu bar

Use keywords such as “Position Type” or “Job Category” to search for positions.

Search for an organization name using the percent sign (%) to indicate “contains.” For instance, “%Mason” for Legg Mason.

Click on Job ID# to review position and application instructions.

Click all positions that you are interested in under “Applicant Type” in your Profile.

(For more information please visit The Career Center at 7800 York Road, Suite 206)

(Retrieved from <http://www.towson.edu/careercenter/student/hirefaq.asp> on April 23, 2009)

