University Career Center

The mission of the UTSA University Career Center is to assist students and alumni in identifying and developing the skills necessary to pursue their lifelong career goals. The Center provides comprehensive career planning, job search, and employment-related services for students and alumni. We have offices at both the main and downtown campuses. All students are encouraged to take advantage of the many services provided.

Career Counseling

Career planning helps students define and explore options that are compatible with their individual goals and abilities. Career planning can also help determine their college major and further clarify options that are available in a chosen field. The professional staff in the Career Center are committed to student success and offer a wide range of career resources and tools.

Individual career counseling is available to discuss any aspect of career development. Several online self-assessments are available to explore interests, values, and personality in terms of potential careers. Career counselors help interpret the assessment results and provide support throughout the career development process.

RowdyJobs

The University Career Center maintains an online job database called RowdyJobs that has current job postings for work study, part-time jobs (on- and off-campus), paid and unpaid internships, co-ops, and full-time professional jobs. The job postings are updated daily and students can apply for the jobs online through the RowdyJobs job bank (http://utsa.edu/careercenter/rowdyjobs.html). Students can also use the Online Résumé Wizard in the RowdyJobs to create a résumé or upload their existing résumé to apply for positions or for employers to view and download.

Personal Career Planning Course

The University Career Center staff offers a for-credit course called COU 2103 Personal Career Planning and Occupational Exploration, which is an excellent opportunity to explore career and life planning with a focus on issues and obstacles that can impact career choices. Personal Career Planning includes thorough self-assessment, including interests, personality, values clarification, and skills identification as they relate to occupational choices. COU 2103 is recommended for undecided and undeclared majors or students seeking to change majors or career paths.

Professional Development Workshops

A variety of professional development workshops are offered each semester, including topics such as résumé writing, interviewing skills, job search strategies, dressing for success, salary negotiation and business etiquette.

Résumé Reviews

Students and alumni can e-mail a résumé or can schedule an appointment to meet with a career counselor for a résumé review and/or final editing. Walk in appointments are scheduled every Wednesday from 1:00 p.m.–4:00 p.m. for short, 20-30 minute sessions with a career counselor for résumé reviews or simple career related questions and support.

Group and Individual Mock Interviews

Practice makes perfect! Appointments for individual mock interviews can be scheduled with one of the professional staff members who will assist with preparation for the real thing. Additionally, group mock interviews are offered at different scheduled times to give students and alumni the opportunity to practice interview questions with our partner employers.

Career Fairs and Business Etiquette Dinners

Multiple career fairs are held each semester. Attended by hundreds of employers from a variety of disciplines, these events offer information about employment opportunities for full- and part-time jobs, internships and more. Business Etiquette dinners teach students how to conduct themselves at business lunches and dinners, which is especially important as it is part of the interview process. Skills learned here will last a lifetime.

On-Campus Recruiting

The University Career Center partners with thousands of employers throughout the United States to post jobs and recruit students and alumni for employment opportunities. The RowdyJobs database allows employers to post vacancies, search résumés and schedule interviews.

Dozens of employers come to campus each year to interview UTSA students and alumni for internship, co-op, and full-time professional positions. Scheduled interview sessions are posted on the Career Center website. Students and alumni may submit a résumé to the employer and, if selected for an interview, can sign up for an appointment via the RowdyJobs system (http://utsa.edu/careercenter/rowdyjobs.html).

Live CHAT

Students and alumni can visit online with a career professional about any aspect of career exploration or a job search. CHAT is available Monday–Friday from 1:00–5:00 p.m. via the website (http://utsa.edu/careercenter).

For more information about these and the many other tools and resources offered by the University Career Center, please visit either campus location (Main Campus: UC 2.02.04, Downtown Campus: MNT 1.162), call 210-458-4589 for the Main Campus location or 210-458-2910 for the Downtown Campus location, or visit the website (http://utsa.edu/careercenter).