

HOW WE HELP

Hanna Brzoza '18, International Studies

“OCE worked with me from the very beginning to when I was offered the job. The staff diligently helped me with my resume, my interviewing skills, and gave me advice on what to wear for both interviews. The practice interview was extremely helpful because we worked through questions I didn't know how to answer that I actually ended up being asked.”



Sierra Elmore '19, Sociology

“Working at and learning from the OCE has been one of my most valuable experiences on campus. The professional development opportunities I've been afforded are unparalleled, from comprehensive practice interviews to improving my verbal communication skills by critiquing student resumes. The OCE was instrumental in obtaining my dream summer internship with Goldman Sachs in Jersey City. Thanks to the OCE, I gained the tools I need to become a competitive candidate and instrumental contributor to any team I join.”



Rebekah Frater '18, Business Administration, Management concentration

“From getting my first resume review to interview practice for my internship, OCE has been there every step of the way. Handshake helped me get an internship at USLI during an on-campus interview day. Now that I am graduating, I have used their graduate school counseling to ensure that I was accepted into my MBA program at Loyola University Maryland.”



Mahlon J. Mowrer '18, Political Science: Pre-Law Major

“The Strategic Career Planning course gives students the tools they need to apply what they've learned throughout college to their professional lives during college and after graduation. There is a noticeable reward to this class in the form of prestigious internships and impressive positions after graduation. Whether you're a first year student still figuring out what you want to do with your life, or a senior with a job offer, this class helps everyone grow and develop as a professional wherever you are in your journey.”



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EXPLORE, ENGAGE, EMBARK

The mission of the Office of Career Education (OCE) is to educate and create connections for the Arcadia University community in order to facilitate the holistic career development of undergraduate students, graduate students, and alumni.

EXPLORE

Career Counseling

Individual career counseling is available by appointment on topics such as career exploration, identification, and preparation. We assist students at every step in the career development process. Whether you want to explore your career interests, navigate the job search process, or apply to graduate school, our Career Educators will help. Additionally, we will help you hone your professional resume, build interview techniques, create your LinkedIn profile, and more.

Assessments

Interest and personality assessments such as TypeFocus, Strong Interest Inventory, and Myers-Briggs Type Indicator (MBTI) are used to help you identify your interests, skills, and personality preferences in relation to selecting a major and career decision-making. These assessments are interpreted by a Career Educator through individual career consultations.

Express Advising

The OCE offers daily Express Advising with our Career Peer Advisors (CPAs). Express Advising allows you to receive immediate help with resumes, cover letters, internships, LinkedIn, and starting a job search. Visit arcadia.edu/expressadvising for a schedule of express advising hours.

Career Mentoring

The Alumni Mentor Program matches students with alumni mentors based on shared interests. A trusted alumni mentor can offer professional insights, expand your career knowledge, and help you build contacts. Select available alumni mentors through Handshake at arcadia.joinhandshake.com/mentors.

ENGAGE

Handshake

Handshake serves as the online hub for Arcadia students and alumni, connecting you to jobs and internships from our employer partners. Apply for internships and jobs, share your resume with employers, and even sign up for on-campus interviews and career events all through Handshake. (arcadia.joinhandshake.com)

Learn more at arcadia.edu/oce



START YOUR FIRST YEAR

Strategic Career Planning Course

This two-credit course is designed to increase awareness of the professional decision-making process and expand understanding of the relationship between one's education and career. Emphasis is placed on career decision making, career exploration, and job and internship search strategies.

Stephen DeChristopher '17 connects with Deborah Kliman '95, vice president of Human Resources with Sabre Systems Inc., at the Internship and Career Fair.

Career Events

We deliver distinct career events to support Arcadia students and alumni in their career and professional development each semester. Our ever-popular career events include our Resume Revival program, The Knights Networking Series, Spring Internship and Career Fair, and Healthcare Careers Expo, to name a few. Find and register for all OCE career events through Handshake.

Practice Interviews

Improve your ability to discuss your skills in a professional setting through a practice interview with a Career Educator or industry expert. We offer resume-based, behavioral, and industry specific simulations for you to gain experience and hone your interviewing skills. Additionally, we offer recorded online interview simulations that score and provide feedback on your interviewing skills.

EMBARK

Internships

The OCE serves as a resource for students seeking to gain practical experience through internships. Internships are essential to the Arcadia experience and are consistently rated among the top criteria employers seek in recent college graduates. A majority of Arcadia undergraduate students complete at least one internship prior to graduation. The OCE supports students in finding and successfully obtaining internships across a diverse range of industries.

Employer and Career Connections

A variety of employers visit campus to share industry-specific information, employment, and internship opportunities. We facilitate employer connections through presentations in the classroom, networking events, career fairs, and on-campus interviews.

“When it comes to career planning, guidance, and support, the OCE has been a wonderful resource throughout my time here at Arcadia.

I had attended the Career Fair both my freshman and sophomore years, but I was unaware of how to obtain the experience I needed to further my professional knowledge and obtain competitive internships. In the fall of my junior year, I sought out personal help from the OCE, and I have not looked back since. With the OCE staff's career expertise and guidance, I was able to obtain paid internship positions related to my major throughout my junior year and secure a full-time job upon graduation, which derived from an internship. ***I found every opportunity through Handshake*** and worked extensively with the OCE when applying to each position. From every appointment scheduled—whether career counseling, resume revising, or practice interviews—I received the best effort from the staff. I truly am grateful for the opportunities they helped me acquire. I give the OCE full credit for my career success and, had I not sought out their help when I did, I not be in the position I am in. ”

KEITH BACOTE '18

Accounting Major
Financial Analyst,
JPMorgan Chase & Co.

