

Career Preparation Center (CPC)



The **Career Preparation Center** is designed to serve professional staff and students entering the field of student affairs and professionals seeking new directions or career opportunities. Services offered include resume reviews, mock interviews, mock phone interviews, career coaching, Placement Exchange information sessions, educational resources and other educational offerings. Various experienced professionals from around the nation will be available to serve Career Preparation Center participants. **The Career Preparation Center will be open during the 2010 NACA National Convention on:**

- Saturday from 3–6:30 pm
- Sunday from 8:30–11:30 am and 1:30–4 pm
- Monday from 8:30 am–4 pm
- Tuesday from 8:30 am–12 noon.

Resume Reviews

During the NACA National Convention, CPC offers you the opportunity to have your resume reviewed by seasoned professionals who will take an in-depth look at your professional history. This service will help you sharpen and improve your resume so you can successfully market your skills, education and abilities.

Educational Sessions/Offerings

The CPC will track and advertise the Convention's educational sessions/ offerings that are focused on career development for graduates and professionals in the field of student affairs. This information will be available at the CPC booth so that attendees know where to go with ease and make the most of their Convention development opportunities.

Educational Resources

Educational resources will be compiled from archived *Programming Magazine* articles and other sources that include information on job searches, interview tips and career planning and preparation.

Student Affairs Job Search Resource Binder for Individuals

Any graduate/professional seeking a job in student affairs may submit multiple copies of their resume for potential employers to review during the Convention. Resumes should be submitted to the CPC on Saturday, February 13, between 3 pm–6:30 pm.

Student Affairs Job Search Resource Binder for Institutions

Institutions looking for prospective employees may submit multiple copies of open job descriptions for graduates/professionals to review during the Convention. Job descriptions should be submitted to the CPC on Saturday, February 13, between 3 pm–6:30 pm.

Mock Interviews & Mock Phone Interviews

To simulate real job interviews, the CPC will offer graduates and professionals the opportunity to participate in mock interviews and/or mock phone interviews conducted by experienced professionals. The mock phone interviews will help you improve your techniques and skills that will maximize the impact you have on the interviewer. The mock interviews will help you improve your interview skills, reduce anxiety, provide you with valuable feedback and increase your ability to sell yourself as a student affairs professional.

Career Coaching

Participants will have the opportunity to meet one-on-one with experienced professionals to receive vital coaching on their career aspirations. While the coaching will be specific and unique to each participant, the basics of career coaching will center on advising, real-life strategizing, maintaining personal and professional balance and career advising.

The **National Association for Campus Activities (NACA)**, in cooperation with **NASPA, ACUHO-I, NODA, ASCA, AFA** and **HigherEdJobs** is proud to announce **The Placement Exchange** will be held in Chicago, March 4–7, 2010. During the 2010 NACA National Convention, the CPC will offer information on The Placement Exchange, the premier job placement event for student affairs professionals.

www.theplacementexchange.org



Advancing Campus Activities
in Higher Education