

# THE GEORGE WASHINGTON UNIVERSITY CAREER CENTER

To educate and connect students to job and career opportunities

The George Washington University Career Center offers comprehensive career services, experiential education (cooperative education, internships), and student employment services to students, alumni and employers. We help connect GW students and alumni with employers, employers with potential hires, and students with alumni - providing opportunities for networking and employment. We're here to support students using Federal Work-Study awards, participating in a co-op, internship or part-time position during their time at GW, or just exploring various options.

**EXPERIENTIAL EDUCATION** – a philosophy and methodology, shared by the Career Center in which learners are engaged in direct experience and focused reflection in order to increase knowledge, develop skills and clarify values. Multiple opportunities are available through the Career Center to learn and earn from internships, cooperative education, part-time and Federal Work-Study program jobs on and off campus.

**Cooperative Education (Co-op)** - a structured program available to students in certain degree programs that provides major-related work experience and transcript notation.

**Federal Work Study** – a specialized employment program, managed by the Center's student employment staff, is available to students who have qualified for federal work study funds as part of their University financial aid package.

**Internships** – these may be paid or unpaid, may qualify for academic credit, and ideally offers supervised practical experience related to a major. The Career Center can assist with the internship search with online listings (*GWork*), information in the Career Resource Room and an internship search workshop.

**FREE - FIND THE RIGHT EXPERIENCE & EMPLOYMENT** - an innovative way for GW students to navigate and plan for their own career development. FREE incorporates a progression of planned activities over a four-year period that enhance knowledge, build marketable skills, facilitate career exploration and feature experiential learning that will inspire and prepare students for a lifetime of meaningful work.

## FREE Four Year Plans:

### Year One: Assess & Engage

Federal Work Study and regular part-time on-campus employment  
Community service & volunteering

### Year Two: Explore & Refine

Federal Work Study and regular part-time off-campus employment  
Career exploration internship  
Major decision experience

### Year Three: Experience & Enhance

Credit/No-credit, Paid/Non-Paid Internships  
Cooperative Education  
Major-career related work

### Year Four: Reflect & Transition

Career-related work experience  
Paid, academic credit internship  
Pre-graduation employment

## PROGRAMS & SERVICES

### CAREER RESOURCE ROOM

Job listings, employer information, career field descriptions, salary surveys, guides for self assessment, job-hunting, interviewing and career planning, directories and computer terminals are available for use in our Career Resource Room.

### CAREER CENTER INFO LISTSERV (CCInfo)

The subscription-based e-mail distribution list delivers up-to-date information about Career Center programs and services and other career-related information.

### CONSULTING

Career consultants are available daily during drop-in hours to discuss career planning, refine job search strategies and skills and to help locate career-related resources. No appointment is necessary. Students may also obtain career advice from the corporate world through the **Recruiter-in-Residence** program.

### FAIRS

Throughout the academic year, the Center sponsors several career and job fairs for the benefit of GW students and alumni. Attending organizations represent a variety of career fields, and recruit for full-time and part-time jobs, and for internship and co-op positions.

Federal Work Study Job Fair  
Fall Career Fair  
Idealist.org NonProfit Career Fair  
Internship & Part-time Job Fair  
Spring Career Fair

### 48-HOUR RESUME CRITIQUE

A current resume and cover letter may be submitted for review by a career consultant and it will be ready within two business days. You can bring it by the Center or submit a request through our website and pick it up or have it scanned and emailed back to you.

### JOB & INTERNSHIP LISTINGS

Available exclusively to GW students and alumni online through the *GWork* system on our website, positions listed include regular and *all* federal work study part-time jobs, seasonal and temporary opportunities, full-time employment and internships.

### MOCK INTERVIEWS

Students and alumni can arrange for a simulated interview with a career consultant, which is then videotaped and discussed with the student.

### ON-CAMPUS RECRUITING (OCR)

Recruiters from major industries and organizations visit the campus in the fall and spring semesters each year to conduct formal interviews with eligible students. Alumni (within one year following graduation) are also eligible to register for the OCR program.

### ONLINE RESOURCES

Through our website, the Center makes available resources that can aid students in their online job search and self-assessment, including *CareerSearch*, *Vault* and *MyPlan*.

### PROGRAMS, EVENTS & WORKSHOPS

The Career Center offers various career-related programs throughout the year such as workshops on resume-writing and interviewing techniques, programs on such topics as careers in the fields of intelligence or science, and large events such as **Resume Madness!** and **Business Dining Etiquette**. Consult our website calendar for info on upcoming programs. The Center is also happy to work with student groups and departments on special workshops - simply make the request through our website.

### RECIPROCITY

The Center processes a formal request on behalf of students or alumni that enables them to use the services of other college or university career centers.

### GW CAREER CENTER

1922 F Street, NW (Old Main)  
Washington, DC 20052

**Web:** gwired.gwu.edu/career

**Main E-mail:** gwcarctr@gwu.edu

**Co-op:** coopmain@gwu.edu

**Federal Work Study:** fws@gwu.edu

**GWork Help:** gworkhlp@gwu.edu

**OnCampus Recruiting:** ocr@gwu.edu

**Main Phone:** 202.994.6495

**Student Employment:**

202.994.8046

Hours: M-Th 830am-6pm; F 830am-5pm

Drop-in Consulting Hours:

M-Th 1-5pm; F 1-3pm

(Summer Drop-in: M-F 1-3pm)