

September 12, 2018 - Career Development Workshops (*SUB Meeting Room 231*)

TIME	WORKSHOP TOPIC
9:00 AM - 9:30 AM	Classroom to Careers Transitioning from college to your career may seem a little daunting. Come learn how to make that transition effortless and strategies for success. <i>Nitsáhákees Student Success Center (NSSC) Staff</i>
9:35 AM - 10:05 AM	How to Budget as a College Student Managing your finances is an important skillset for adult life. Join faculty from the School of Business for a session on budget management. <i>Tilda Woody, Lecturer of Accounting/Bookkeeping</i>
10:10 AM - 10:40 AM	Developing Your Résumé An essential component of your job search is a résumé. NTU Career Services will be giving a workshop on developing a good résumé. <i>Juanita Tom, Career & Internship Advisor</i>
10:45 AM - 11:15 AM	Writing a Letter of Interest Writing may not be everyone's forte, but a letter of interest is needed for job applications. Come learn how to write a letter of interest that'll land you that job. <i>Lemanuel Loley, NTU Career Services</i>
11:20 AM - 11:50 AM	Amazon Virtual Internships Learn how to intern with Amazon without leaving the NTU campus. Amazon representatives will be presenting on how apply for their virtual internships. <i>Amazon Representative</i>
11:55 AM - 12:20 PM	2018 Summer Internship Information Start planning your summer by learning more about an exciting internship opportunity for various majors. <i>Shawna Begay, NTU Land Grant Program</i>
12:20 AM - 1:00 PM	LUNCH (On Your Own)
1:00 PM - 1:45 PM	How to Interview If the idea of an interview gives you anxiety, this session is for you. Learn from NTU Human Resources professionals as they break down the ins and outs of the interview. <i>Dr. Perphelia Fowler ,NTU Human Resources</i>
1:50 PM - 2:35 PM	Career Planning Resources and Grad School Our friends form the American Indian College Fund will be reviewing their career resources for tribal college students and going over graduate school requirements. <i>Jack Soto, American Indian College Fund</i>
2:40 PM - 3:25 PM	Rise Up Skyhawk: Adaptability and Leadership NSSC Tutors will share some wisdom on adapting to new situations and leadership from a student perspective. Join in this peer-to-peer workshop. <i>NSSC Tutors</i>
3:30 PM - 4:15 PM	On a Side Note: Class Prep, Study Skills, and Time Management Vital to student success is class prep, study skills, and time management. These skills go beyond the classroom and into your career. Learn from NSSC Tutors on how to develop all three. <i>NSSC Tutors</i>

September 13, 2018 - Career Fair (*Wellness Center*)

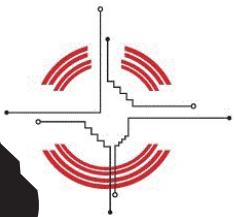
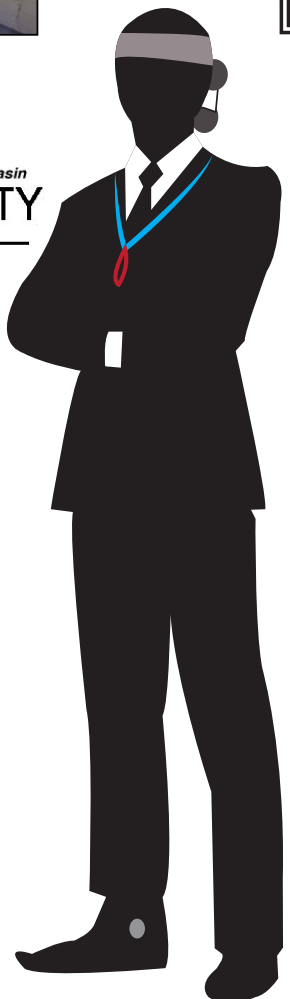
	Business/External Partners
9:00 AM - 2:00 PM	Peabody, LegalShield, NNDOH-CHR Program & Outreach, Taos Ski Valley, Inc., New Mexico Tourism Department, United States Marine Corps, Basin Health Companies, Associated General Contractors of New Mexico, Brahma Group, Inc., Arizona Conservation Corps, Teach For America New Mexico, Adelante Development Center, Inc., Navajo Tribal Utility Authority Fire Rock Navajo Casino, SER Jobs for Progress, Inc., American Indian College Fund, Tetra Tech, Inc., UNM Center for Native American Health, Pesco, Navajo Prep School, Central Consolidated School District



AGENDA

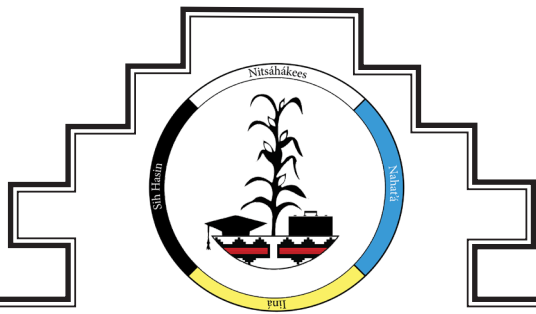
2018 FALL EMPLOYMENT EXPO

SEEK OPPORTUNITIES FOR YOUR CAREER



Nitsáhákees Nahátá Tína Siihasin
NAVAJO TECHNICAL UNIVERSITY
Office of Career Services

September 12-13, 2018



OVERVIEW AND AGENDA



Yá’át’éełh!

Shí éí Lemanuel Loley dashijini. ’Áshijíhí (Salt People) nishlí dóó Tó Baazhní’ázhí (Two-Who-Came-to-the-Water) báshishchíín; Tódich’ii’nii (Bitter Water) éí dashicheii dóó Kinyaa’áanii (Towering House) éí dashináí.

My name is Lemanuel Loley and I serve as the Career Services Coordinator for the Office of Career Services at Navajo Technical University. Our office is committed to providing effective programming and resources to NTU students and alumni and surrounding communities. We believe our students are the foundation of the University and more importantly, they are the leaders in our communities. At NTU, we cherish and nurture the potential of our students to achieve great things and give back to their communities in the process.


It is this focus on student success that led to the creation of the Employment Expos, a two day series of workshops and a career fair geared towards better preparing our students, alumni, and community to ascertain employment. **Our goal is to empower students by providing career development and broadening students’ professional network.** We held our inaugural Fall Employment Expo in September 2017, which boasted student participation of more than 100 on the first day and approximately 200 on the second day. For the career fair on day two, 32 businesses attended.

The first day of the Fall Employment Expo will be comprised of career development workshops that will advance participants’ career skills to optimize their academic and career experience. The second day will feature a career fair. This packet contains brief information for external partners and how to register for this student-focused event.

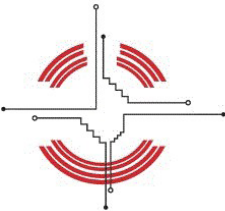
I highly encourage your participation. This is an opportunity to impact student lives by giving them the success tools they’ll need when applying for jobs and the network to help them along the way. It is through collaborative efforts that we can impact change on the Navajo Nation through our students. Your organization is more than welcome to set up a booth free of charge during the career fair or to present a workshop.

If you have any questions, please reach out using the contact information listed below. An agenda is forthcoming and will be distributed when solidified.

We look forward to seeing you in September!

Sincerely,


Lemanuel Loley
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Nitsáhákees Nahátá Íina Siihasin
NAVAJO TECHNICAL UNIVERSITY
Office of Career Services

Introduction

NTU Office of Career Services Mission & Vision Statements

Mission:

The Office of Career Services is committed to empowering students to succeed in their career trajectory. We provide individualized support, resources, and impactful programming to help students clarify goals, establish post-graduation plans, develop job search skills, and successfully transition into their desired career. We build lasting relationships with alumni, employers, and other universities and colleges to optimize career opportunities.

Vision:

To empower Navajo Technical University students to proactively pursue and obtain their desired career while realizing their potential and the possibility of meaningful experiences across their lifetime.

Core Values:

Along with the mission and vision, the Office of Career Services also adheres to five core values that guide career advisement and mentorship:

- Critical Thinking: thinking about your personal/academic life to formulate career goals.
- Goal Setting: how do you plan to succeed?
- Self-Advocacy: speak up for yourself when needed, ask questions, and always pursue excellence.
- Community Action: how can your education/skills help your community?
- Reflection: think about your strength and areas of improvement.



Fall Employment Expo Purpose & Objectives

Empowerment through opportunity: At Navajo Technical University, we believe in the potential of our students to impact change in their personal and academic lives. Our number one priority is student success through positive mentorship and effective programming like the Fall Employment Expo. This event is the first of its kind at NTU and focuses on developing students’ career skills and networks.

As a two day event, the kickoff day of the Expo will feature workshops on career development skills such as résumé development, writing letters of interest, how to network, professional etiquette, and much more; the second day will feature a career fair with individual booths in the NTU Wellness Center. Employers are also welcomed into the classrooms for presentations, demonstrations and workshops.

This event is part of the Office of Career Service’s semester goal to offer more impactful programs that increase students’ career capacities and networks. Students that attend the Expo will come away with polished career development skills and materials and also a broader network within their academic field. The intended audience are students from all three of our campuses, alumni and community members.

Objective 1	Objective 2	Objective 3	Objective 4
Participants will learn and use career development skills such as writing letters of interest, résumé development, and more to optimize their post-graduation opportunities.	Participants will begin the process of creating career portfolios to help them organize	Participants will gain confidence in their ability to speak for themselves and ask questions.	Participants will network with businesses and external organizations to learn more about post-graduation opportunities and internships.