

## About Us

The University of Dubuque's Office of Career Services values the uniqueness of each individual & their ability to choose rewarding career paths. By providing expertise, resources, & support, we assist those we serve to maximize their liberal arts & professional studies education, and develop the highest possible level of career competency.

## Our Mission

### Enhancing Career Development and Exploratory Learning Opportunities.

At the core of our mission is to provide opportunities for students to enhance their career development & exploratory learning through self-knowledge, understanding of one's chosen vocation, job search skill development, & decision-making.



## Locations

We have offices located on the 2nd Floor of Peters Commons Room, with appointments available 8a.m.—5p.m, M-F.

In addition, we also offer over 20 hours of walk-in hours each week in our satellite office, located in the Charles C. Myers Library in Room 105. Walk-in hours are designed for students to receive assistance from career services without scheduling an appointment in advance.

## Meet the Career Staff



**Amy Baus, Psy.D.**  
**Director of Career & Life Services**  
Peters Commons Room 213  
[abaus@dbq.edu](mailto:abaus@dbq.edu), (563) - 589 - 3132

*Learning is not attained by chance, it must be sought for with ardor, & attended to with diligence.*  
— Abigail Adams

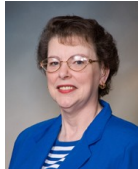
**Liza Johnson, M.A., M.A.O.M.**  
**Associate Director of Career Services**  
Myers Library Room 105  
[ldjohnson@dbq.edu](mailto:ldjohnson@dbq.edu) (563) - 589 - 3167

*Great careers are built upon hundreds of thousands of small efforts, undertaken daily, that eventually grow into a series of satisfying wins.* — Epictetus



**Sandy Steuer, B.A.M.**  
**Student Life Office Manager**  
Peters Commons, Room 209  
[ssteuer@dbq.edu](mailto:ssteuer@dbq.edu), (563) - 589 - 3113

*To accomplish great things, we must not only act, but dream, not only plan, but believe.* — Anatole France



**Barb Smeltzer, M.A.**  
**Undergraduate Resource Advisor**  
Peters Commons Room 210  
[bsmeltze@dbq.edu](mailto:bsmeltze@dbq.edu), (563) - 589 - 3455

*Treat people as if they were what they ought to be, and you help them to become what they are capable of being—*  
Johann Wolfgang von Goethe



**Phyllis Garfield, B.A.**  
**Director of International Studies & Primary Designated SEVIS Officer**  
207 Peters Commons  
[pgarfiel@dbq.edu](mailto:pgarfiel@dbq.edu), (563) - 589 - 3712

*To find job in work is to discover the fountain of youth.* — Pearl S Buck

### UNIVERSITY OF DUBUQUE OFFICE OF CAREER SERVICES

**Phone:** (563) 589-3132  
(563) 589-3113  
(563)-589-3167

**E-mail:** [career@dbq.edu](mailto:career@dbq.edu)

**Website:** [www.dbq.edu/careerservices/](http://www.dbq.edu/careerservices/)

# University of Dubuque Career Services

*Enhancing Career Development & Exploratory Learning Opportunities*

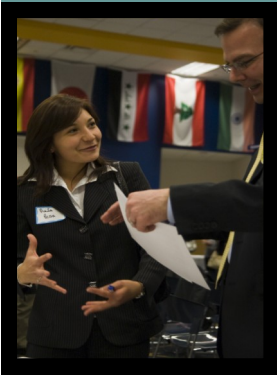


Find us on  
**Facebook**

**LinkedIn**

# Enhancing Career Development & Exploratory Learning Opportunities!

## List of Services & Programs



### Career Assessment

- Career assessments are offered to help students better understand their interests, skills, & possible career choices.

### Career Counseling

- We can assist students in helping them to decide on a career or major, reaffirm career decisions, or develop a career plan to help students grow into professionals.

### Career Exploration & Development Planning

- Offered through walk-ins & appointments

### Career Week

- Every Spring, Career Services hosts Career Week, which entails a variety of career-related events such as an etiquette dinner, employer site visits, workshops, & more!

### Career Workshops & Events

- Offered several times a semester on career-related topics located in the career services office, classrooms, and clubs & organizations upon request.

### Consultation for Scholarships, Grants, & Award

- Offered through walk-ins & appointments

### Collaborative Events with the Dubuque Chamber of Commerce and the Greater Dubuque Development Corporation

- CEO Network Luncheons, Internship Leaders Academy, and the Dubuque Live events.

### Graduate & Professional School Consultation

- Offered through walk-ins & appointments; helpful graduate/professional school guide shared on the Career Services website

### Internship & Job Postings

- Hosted on the Career Services Website

### Interview Preparation Assistance

- Offered through walk-ins & appointments

### Job Search Strategy Consultation

- Offered through walk-ins & appointments

### Mock Interviews

- Mock interviews help students to prepare for an actual interview. The local professional provides the student with feedback on interview skills & a critique of the student's resume, including strengths & weaknesses.

### Networking Opportunities

- Career Services works closely with the Dubuque Chamber of Commerce through its Silver Partnership, and Greater Dubuque Development Corporation to provide several networking opportunities with local Dubuque professionals throughout the year.

### Online Career Library thru [www.Vault.com](http://www.Vault.com)

- Career Services offers career resources 24/7 on topics such as jobs, internships, careers, top employers and education programs, job search advice, salary info, job listings, employee message boards and surveys from [Vault.com](http://Vault.com). To gain easy access, students can go to our website, click on the online library link, login with their UD email address and password creation.



### Online Career Resources

- Hosted on the Career Services Website

### Professional & Leadership Development Opportunities

- In collaboration with the Dubuque Chamber of Commerce, Career Services partners with Future Young Professionals of UD, an organization on campus developed to connect students with local professionals, and to enhance their professional development.

### Resume, Cover Letter, Curriculum Vitae, Reference Page Development Assistance & Critique

- Offered through walk-ins & appointments

### Annual Tri-College Career Fair (Career Extravaganza)

- Every Spring, Clarke College, Loras College, Northeast Iowa Community College, & the University of Dubuque hosts the Career Extravaganza, attracting over 70+ organizations and graduate/professional schools each year.



## Career Tip Checklist

- ✓ Review your career assessment with UD's Career Services to determine your career interests.
- ✓ Attend several job shadows or employer site visits to develop a greater understanding of your career interests, and to gain valuable advice from current professionals in the field.
- ✓ Get involved through clubs, organizations, & intramurals to find new interests & to develop your resume.
- ✓ Develop a resume & cover letter. Update it every 6 months during college. Have Career Services critique your resume & cover letter.
- ✓ Explore careers, majors, salary & job outlook at the Career Services online library through Vault.
- ✓ If considering graduate or professional school, review whether your career goals require an advanced degree & research programs.
- ✓ Maintain a part time job to develop soft skills employers seek such as communication & organizational skills.
- ✓ Participate in 2 to 3 mock interviews to prepare for internship & job interviews.
- ✓ Join a professional affiliation in your career field to network.
- ✓ Engage in experiential learning opportunities regardless if your major requires it for academic credit (i.e. internship)
- ✓ Attend & participate in local & national career fairs to network & to find out about internship & job opportunities.
- ✓ Have at least 5 professionals review your resume.
- ✓ Begin setting money aside and budgeting to prepare for the