



Parents' Page

from the Office of Career Services at the University of the Incarnate Word

Who Are We?

Director

Connie Kuwamoto

Assistant Director

Kimberly Watts

Office Coordinator

Darlene Moczygomba

Student Assistants

Alexandria Guerra, Erika Guerra,
Marsha Sanchez, Erica Rodriguez

What do we DO?

The Office of Career Services is committed to providing career counseling and education to students and alumni in all UIW programs. The services offered include, but are not limited to, individual career counseling, personality and career assessment, resume and cover letter development, career related workshops, and software resources. A career resource library is also available. Though we are not a placement office, we will assist your students in developing the skills necessary to find the perfect place for themselves now and in the future as they move into the world of work.

Accessing Career Services is easy!

1. Students go to: www.uiw.edu/career/
2. In the Career Circuit box, click on "Students," and then "Click to register here!"
3. **Complete registration** (Students create their own User Name and Password), and **upload their initial resume version** (see "Handouts" on our website for tips to get started!).
4. Students Request appointment(s) for our FREE services: Resume and Cover Letter Review, Mock Interviewing, Career Counseling, Assessment Tools for Choosing a Major and Career, Job Search Coaching and More!

Important Fall Dates

August 25: Classes Begin

September - November:
On-Campus Recruiting
by Appointment

October 16-17: Fall Break

November 17-19: Coffee, Cocoa, &
Careers

November 20:
SACUCCA Job Fair

November 21: Advising Day

November 27-28:
Thanksgiving Break

December 8-12:
Finals Week

December 13:
Commencement

December 24-January 1:
Christmas Break
(UIW Offices Closed)

Workstudy - Steps to Success

1. Visit the Financial Aid Website, to Apply and Determine Your Eligibility: <http://www.uiw.edu/finaid/wkpgeligibility.html>
2. If/When you receive Work Study on your Financial Aid Award Letter, you should then complete the online training and find the list of available positions. An optional Application Form is also available through Financial Aid, though each office may also have additional requirements such as a resume and/or office-specific application: <http://www.uiw.edu/finaid/wkpgjobdesc.html>
3. Consult with Career Services on resume creation and revision, interviewing skills, and how to determine what positions would be a good fit for you. (Call: 829-3931 or email: careers@uiwtx.edu to set an appointment.)
4. Using your newly revised resume and interviewing skills, apply directly to the office(s) for the positions that interest you. Be sure to consider the office environment and what your role would be in each position.
5. **START NOW!!!** The early bird gets the worm!

