

## USM SCHOOL OF BUSINESS SB CAREER DEVELOPMENT PACKAGE

The School of Business faculty, staff and administration are dedicated to facilitating student success. One key focus is assisting students to be prepared to enter a new career after graduation. There are several ways that the School of Business helps students in preparing for a career. They include the following:

### CAREER SERVICES AND INTERNSHIPS OFFICE

The School of Business Career Services and Internships office offers *career development* and *job search counseling* for students and alumni. Career development counseling includes the opportunity to take *career assessments*, such as, the Myers-Briggs Indicator and the Strong Interest Inventory, and to conduct informational interviews. Job search counseling includes resume development, mock interviewing, and advice on how to conduct a job search.

### INTERNSHIPS

Students in both the business administration and the accounting/finance majors have opportunities for an internship experience. Students have interned at companies and organizations such as Burgess Advertising; Berry, Dunn, McNeil & Parker; Forum Financial Group; Hannaford Brothers; National Semiconductor; Portland Museum of Art; and the Maine International Trade Center.

### RECRUITING

The SB Career Services and Internships office works with area companies to create job opportunities for students and encourage companies to recruit on campus. The USM job fair is typically held in April. Jobs specific for School of Business majors are posted on the SB Central Blackboard site. If on blackboard and you do not see SB Central, you may need to add SB Central. To add SB Central, click the community tab, choose USM organizations and choose SB Central.

### EMPLOYER SESSIONS

The SB Career Services and Internships office sponsors sessions in which students can interact with employer representatives for individual employer critiques and mock interviewing. In addition, employers and alumni come on campus to participate in career panels. They explain how their educational experiences at college translate to their careers.

### CAREER DEVELOPMENT COURSE (BUS 303W)

The School of Business offers a two-credit course designed to prepare students for the job search process and interviewing. Students develop career portfolios, and work on cover letters, resumes and interviewing techniques. The course also offers mock interviews with business professionals from the greater Portland area, which includes feedback sessions.

### INTRODUCTION TO THE ACCOUNTING AND FINANCE PROFESSION COURSE (ACC 105)

The School of Business offers a one credit course designed to explore the career opportunities available and examine the skills necessary for success in accounting and finance professions. Accounting and finance professionals are invited to the class to share their knowledge about careers, certifications and professional organizations.

### STUDENT MARKETING ASSOCIATION (SMA)

The Student Marketing Association is a student group in the School of Business that provides students opportunities to enhance marketing knowledge, develop leadership skills, learn about careers in marketing, and to meet peers, professors and professionals in the business community. For information visit <http://student-groups.usm.maine.edu/sma>.

### ACCOUNTING/FINANCE SOCIETY

The Accounting/Finance Society is a student group in the School of Business that focuses on providing all students with regular opportunities for learning about the accounting and finance professions: opportunities for networking with fellow students, professionals and alumni, and opportunities to demonstrate student leadership.

### STUDENTS IN FREE ENTERPRISE (SIFE)

SIFE is a student group in the School of Business that provides students with the opportunity "to develop leadership, teamwork, and communication skills through learning, practicing, and teaching the principles of free enterprise in partnership with schools and businesses in the Southern Maine community."

### USM UNIVERSITY CAREER SERVICES AND PROFESSIONAL LIFE DEVELOPMENT OFFICE

The SB Career Services and Internships Office works in partnership with the university Career Services and Professional Life Development Office. Students can make use of any of the services and events offered by the university USM Career Services Office.

### UNIVERSITY OF SOUTHERN MAINE CORPORATE PARTNERS

Students can apply to become a Student Corporate Partner and work with the USM Corporate Partners, a group of business executives from the greater Portland area working together to support USM.

### FOR ADDITIONAL INFORMATION

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