

Available for Alumnae

Many of us are aware that the career planning process may need to be reactivated during future life changes. For this reason, Career Development staff and services are available to Mount Mary alumnae as they re-enter the job market, plan for future education or re-career.

Alumnae have found it not only helpful, but necessary in today's market to reassess, collect information and gain some exposure to their prospective field, proving that the basic career planning stages remain valuable regardless of a woman's age or where she is in her career/life path.

About Confidentiality

Advising and Career Development services upholds the ethical standards of the American Association of Counseling and Development, insuring confidentiality to any student seeking career counseling. Career Development staff work cooperatively with other student development personnel and academic student advisors and may seek a student's written permission to discuss private information in order to better assist the student.

Location

Advising and Career Development Services is located in the Lower Level of Bergstrom Hall, Room 75.

Hours, Appointments & Fees

Advising Career Development services and Career Library are open on a year-round basis, with day and evening hours when classes are in session. Typical hours are 8:30 a.m. to 5:00 p.m., weekdays.

Individual appointments can be scheduled between 10:00 a.m. and 5:00 p.m. Evening appointments are available upon request. Walk-in appointments are available, but scheduling in advance will better suit the student and the advisor.

Appointments with Career Development staff are offered free of charge to all enrolled Mount Mary College students and alumnae.

Career Development Staff

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Mount Mary College



Mission Statement

The mission of Advising and Career Development Services is to promote and support the integration of academic and career planning in the minds of students, faculty and administration by encouraging critical and holistic thinking about the educational, experiential, moral and personal development required for the life-long practice of career management.

What is Career Development?

Advising and Career Development services promotes a holistic and developmental approach to career and life planning which can assist students during each year of their college life, after graduation as they seek employment, and in future years as they consider re-careering.

The Career Planning Process

1. Self-Assessment

The first step in career planning involves self-assessment. Career Development staff use vocational inventories, individual and group counseling, and we offer a variety of tests which help students assess such things as interests, personality preferences and strengths, and how they relate to a possible career. Some of the tools used include: DISCOVER, Strong Interest Inventory and Myers-Briggs Type Indicator (MBTI).

2. Information Gathering

The second step involves gathering information about prospective careers. The Career Library provides a wide array of information, both printed and video, for students to use.

Our Career resource library contains materials such as books, magazines, and video about the career planning process, occupations, job outlooks, salary levels, job search, resume writing, interviewing and many other topics. Students now can explore information on possible majors and career fields on the Internet by using the computer in the Career Library.

In addition, Advising and Career Development services, together with academic departments, structure opportunities for students to meet professionals in their fields of interest and employers who can give them realistic information about the practical requirements of certain professions.

3. Gaining Experience

The third step in career planning involves actually experiencing the chosen career field. While most professional programs at Mount Mary College require fieldwork coordinated by the academic department, the Career Development Office assists liberal arts and business students in identifying and structuring meaningful internship experiences.

We also encourage students to consider part-time and summer jobs in their prospective field, as well as study abroad. Information on these opportunities is posted on the job board and in the Career Library.

4. The Job Search

The final step in career planning is the actual job search. Career Development staff provide individual assistance in writing resumes and workshops on job search topics. Annual job fairs give students and graduates access to employers and the Career Library maintains employers files, as well as national and local directories and recruiting information.