International Student Career Resources Guide

Amica Center for Career Education
Bryant University

Contact Us
Phone: 401-232-6090
Email: careers@bryant.edu
Web: http://career.bryant.edu
Hours: M Th F 8:30am-4:30pm
If you are reading this, you have taken the first big step towards career success at Bryant University! International students have unique challenges when it comes to securing internships and employment in the US, but those who use our office early and on a regular basis find they are well prepared for their career endeavors back home or in the US in employment opportunities or graduate school.

The pages that follow will outline everything that you, as an international student, need to know about our Center and other resources at Bryant and beyond to ensure your success.

We look forward to serving you!

Amica Center for Career Education Staff

Our Staff

Judith Clare, Director
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SERVICES WE OFFER FOR INTERNATIONAL STUDENTS

- Career Counseling
- Career Assessments
- A Variety of Programs & Workshops
- Career Planning 101 (5 session, non-credit course)
- Internship Program
- Recruiting Program
- Career Fairs
- Graduate School Advising
- Online and Hard Copy Career Resources
- 24 Hour Resume/Cover Letter Critique Service
- Alumni/Student Shadow Program
- Alumni/Student Career Nights in NYC & Boston
- Company Site Visits
- Programs Partnering with Clubs & Organizations
- Presentations in Classrooms
- Career Labs by Topic
- Career Conversation Programs with Alumni
- Alumni Career Link (database of alumni)

Appointments can be made by calling 401-232-6090 or stopping by the office,

Unistructure 1st floor across from financial aid office and above public safety office.
GETTING STARTED

Get an Overview of Our Services to Get Involved Early

Meet with any of our career counselors for a 30 minute appointment to get an in-person overview of how we can assist YOU!

Choose or Confirm Your Major and Minor

Make sure you are on the right track with major and minor. We offer free career assessment tools administered online to help you assess your interests, work motivators, skills and best career matches.

Create a College-level Resume and Cover Letter

Attend our resume and cover letter labs to make sure your documents are up to date. Our critiquing service allows you to drop your documents to us and get them back the next day after 4pm. Check out our online and hard copy guides to get started.

Be Aware of How We Communicate with Students

We promote our programs and workshops a number of ways. Be sure to read our advertisements to stay informed.

- Axis TV
- Direct Emails
- Media Wall
- Newsletters
- Posters/Flyers
- Office Calendar of Events
- Events Calendar on our Website
- Facebook & Twitter
RESOURCES FOR SECURING EMPLOYMENT

INTERCULTURAL CENTER

The Intercultural Center (ICC) supports international students by serving as advocates for them in their educational and career pursuits.

Every international student should connect with the ICC early to stay on top of visa and work permit requirements. The ICC is responsible for compliance with immigration regulations for the University and serves as the home of the

CPT (Curricular Practical Training)

Refers to any type of salaried employment, paid internship or practicum which is an integral part of the established curriculum. CPT authorization may be granted by the Intercultural Center, under specific circumstances, to F-1 students to enable them to gain practical experience in their field of study by working off-campus. The student must be within their program of study. CPT is not available after the program end date. The student must have completed one academic year, which is defined as two semesters of full-time enrollment.

OPT (Optional Practical Training)

Is a period during which undergraduate and graduate students with F-1 status who have completed or have been pursuing their degrees for more than 9 months are permitted by the United States Citizenship and Immigration Services (USCIS) to work for at most one year on a student visa towards getting practical training to complement their field of studies. F-1 students are usually permitted a total of 12 months of practical training.

More information on CPT and OPT may be found at:

http://intranet.bryant.edu/portal/intercultural-center/international-students.htm

For more information, please contact:

Kaoru Paganelli, International Student Adviser, ICC
Phone: (401) 232-6946 Email: kpaganel@bryant.edu
FINANCIAL AID OFFICE

The Financial Aid Office manages on-campus employment and can discuss options available for international students. You can view current postings and a list of supervisors on campus who typically hire students each semester on the Financial Aid website accessible from:

Mybryant.edu/Students/Financial Aid

Students who secure employment on-campus must complete and submit to the Office of Financial Aid a Student Payroll Authorization, a W-4 Employee's Withholding Allowance Certificate, and an I-9 Employment Eligibility Verification Form.

**Students must have proper identification in original form to complete an I-9 Employment Eligibility Verification Form. Students may work no more than 20 hours per week.** Pay rates begin at minimum wage. After employment is secured, the student will be paid every two weeks for the hours worked.

For more information, please contact:

Steve Winsor, Assistant Director, Financial Aid Office
Phone: (401) 232-6923 Email: swinsor@bryant.edu
RESOURCES FOR SECURING EMPLOYMENT

INTERNSHIPS

Students with F-1 Visa status are not permitted to participate in any internship (paid or unpaid) unless given authorization in SEVIS by the International Student Advisor. It is mandatory to schedule a 15 minute appointment with Kaoru Paganelli, ext. 6946, kpaganell@bryant.edu at the ICC when seeking an internship.

1. Attend an orientation to academic internships offered by the Amica Career Center. Attendance is mandatory to be eligible to participate.

2. Make time to meet with your academic advisor to discuss how an academic internship will fit into your curriculum requirements.

3. Once eligible, your advisor will issue an electronic enrollment form on your Banner account. Go to: Banner/Student Services/Financial Aid Menu/Academic Internship Enrollment.

4. The Amica Career Center posts internships that are approved for credit on Bryant Career Connection (BCC). You can also “self-create” an internship.

For more information, contact Barbara Gregory, Associate Director, Manager of Internships (ext. 6355) or Denise Gormley, Internship Program Assistant (ext. 6169) in the Amica Career Center.
RESOURCES FOR SECURING EMPLOYMENT

EMPLOYMENT OPTIONS
AS YOU GRADUATE

OUR RECRUITING PROGRAM & THE BCC

The Amica Center for Career Education Recruiting Program is for all full-time undergraduates and full-time MBA students. Positions are posted on the Bryant Career Connection (BCC), which is accessed from the Amica Career Center’s website under “Students”. Employers will designate work authorization requirements in postings on this site.

To become eligible to participate in on-campus recruiting which will allow you to apply to positions on the BCC and interview with companies on campus in our recruiting suites, you are required to attend an Orientation to Recruiting offered at the beginning of each semester. Dates and times are posted in the Senior Newsletter and Program/Workshop Handout in the Career Center.

Upon graduation, if you have not secured employment, you will still have access to all of the Center’s services except for BCC, as it is reserved for current full-time seniors and MBA’s. Alumni may register with their email to receive the Job Source, a weekly email of full time openings received by the Center.

SEARCHING FOR POSITIONS IN THE US OR IN OTHER COUNTRIES BEYOND OUR POSTINGS

GOINGGLOBAL

This resource is available on our website under Guides and Resources within the Bryant IP range. To use off campus, create an account while using the site on-campus and have access off site for 180 days. Going Global offers a country-specific career and employment database containing more than 30,000 pages of constantly-updated information on topics such as: work permit/visa regulations, how resumes and interviewing differ by country, specific resources by country, top companies to research, staffing agencies and career fairs, networking groups and cultural/interviewing advice and more! Also includes resources and guidelines for searching for positions in major US cities.

H-1B Info: Visit this section of Going Global to identify employers that have applied to sponsor an international candidate within the last 12 months. Employer petitions from the US Department of Labor are viewable by location in the USA/Canada City Career Guide collection. The H1B Plus database allows for additional searches by job title, occupation, employer, wage and other fields. This is a key resource for international students.

My Visa Jobs

Founded in 2006, this site is now the largest and most trusted employment website for foreign workers seeking opportunities in the United States.

Indeed

Premier job search site for positions within the United States.
ADDITIONAL ONLINE CAREER RESOURCES

Recommended Websites For International Students

UNIWORLD
Contains *Directory of American Firms Operating in Foreign Countries & Directory of Foreign Firms Operating in the U.S.*

Council on International Educational Exchange
Programs include: study abroad, teach abroad, and gap year programs; international faculty development seminars; summer work and travel exchanges; internships; professional career training USA programs; and volunteer opportunities. Ancillary services include a variety of student interview and testing programs, insurance, and administrative support for exchange and foundation programs.

InterExchange
InterExchange is a nonprofit organization devoted to promoting cross-cultural awareness through work and volunteer exchange programs. The J-1 Visa and work abroad programs include:

- **Au Pair USA** connects American families with qualified, enthusiastic child care providers from around the world
- **Career Training USA** connects international students & young professionals with internships and training programs in the USA
- **Camp USA** helps to match enthusiastic young people from around the world with camp counselor and support staff jobs at American summer camps
- **Work & Travel USA** provides opportunities for international students to live and work in the USA in short-term, seasonal positions
- **Working Abroad** helps young Americans discover the world through a variety of work & volunteer programs. InterExchange is designated by the U.S. Department of State to sponsor the J-1 Exchange Visitor Visa.
RESOURCES FOR POSTGRADUATE EDUCATION

CONSIDERING GRADUATE SCHOOL?

If you are considering pursuing an advanced degree upon graduation, we recommend you begin looking at programs as early as sophomore year to ensure you have time to complete all application requirements by the deadline. Consider the following when researching programs:

- Talk with Bryant faculty in your area of interest
- Attend our Graduate School workshop
- Meet with a career counselor to review your plan
- Research the faculty in a program you are considering
- Ask where alumni from the program are working
- Consider the cost and length of the program
- Explore the location and institution’s resources
- Confirm the program’s reputation and accreditation
- Participate in an on-campus tour or interview, if offered
- Inquire about how graduates are assisted in finding employment
- Connect with a graduate admissions counselor early,

RESOURCES FOR RESEARCHING GRADUATE PROGRAMS

Gradschools.com
With almost 60,000 programs listed in its free directory, this site is the leading online resource for graduate school search. Search by subject, location, school, international programs, distance and online programs and more. For both US and international search.

iStudentcity
Created in 2000, this site was built by international students for international students. If you are just starting to consider studying in the U.S or if you’ve been here for years, this site provides all the information you need to find a program of study easily, effectively and inexpensively.
INTERVIEWING

Expectations from U.S employers may be different from what you are familiar with in your home country.

HERE ARE SOME TIPS FOR SUCCESSFUL INTERVIEWING IN THE U.S.

• Employers expect you to research their company prior to an interview.
• Offer a firm handshake at the beginning and end of your interview.
• Maintain eye contact with your interviewer. Don’t look down or away.
• Use good posture and open body language while interviewing.
• Dress in a suit or other appropriate professional attire.
• You are expected to share concrete examples of your accomplishments and skills (don’t be afraid to speak well of yourself). The interview is your opportunity to convince an employer that you are the best candidate.

• Ask professors, administrators, coaches, advisors, and work supervisors to be a phone reference for you. You will want at least 3 references who can speak about your character, work ethic, accomplishments and academic success. Keep them informed of your interviews.

• Everyone gets nervous when they interview! Consider making an appointment to do a Mock Interview with a Career Counselor. This will allow you to practice answering interview questions while being filmed. Then you can view your interview and see where you may need to make improvements prior to a real interview.

The best way to get good at interviewing is to Practice, Practice, Practice!

A variety of interview handouts are available both online from our website under Search Strategies and hard copy in the Career Center Resource Area.
FINDING PROFESSIONAL CONTACTS

NETWORKING WITH PROFESSIONALS

Informational Interviewing
The purpose of an Informational Interview is to gather career information and advice on the profession, career path, or industry of a professional in an occupation you are considering. This interview is usually done in person but may also happen over the phone or through Skype.

This type of networking can put you in front of leaders in an organization and allow you to build rapport with decision makers without the pressure of a job interview. It is also an excellent way to build your network of professional contacts. The Career Center has a handout on how to conduct an informational interview both on our website under Search Strategies and in hard copy form in our Resource Area.

Linkedin
The world’s largest professional network with over 250 million members. Create your profile for free and gain access to professional leaders, groups, job postings and more! Attend a Linkedin Lab offered by the Career Center to ensure your Linkedin profile reaches an “All-Star” level.

Bryant Alumni Career Link
Access this Bryant alumni database from the Bryant Alumni Relations Office website to find alumni willing to assist with shadow opportunities, informational interviewing, job and internship search advice and graduate school advice. Register with your Banner ID # and email.

Alumni/Student Career Nights
Offered each January during winter break, these networking events bring students together with a variety of Bryant alumni working in New York City and Boston. Alumni answer students’ questions regarding industry, career path and pro’s and con’s of specific positions. Registration is open to all undergraduate and graduate students.

Fall & Spring Career Fairs
The Amica Center for Career Education hosts two career fairs each year: Career & Graduate School Fair in the fall and Career & Internship Fair in the spring. Attend these events to network with:

- Recruiters interested in hiring students for full time, internship, or summer positions
- Representatives of graduate schools sharing information about their specific programs
I have met with a counselor in the Amica Career Center for an overview of services.
I have met with a counselor in the Intercultural Center to understand my visa requirements.
I have selected a major & minor after assessing my interests, skills and work motivators.
I have created a college-level resume using resources from the Amica Career Center.
I know what a cover letter is and how to write one for a job application.
I have reviewed the Amica Career Center website for online career resources.
I am attending career programs and workshops each semester.
I have participated in the Alumni/Student Shadow Program.
I have attended a career fair and understand how these events work.
I have reviewed my interest in graduate school and know how to apply, if necessary.
I have attended an Academic Internship Orientation to prepare for an internship for credit.
I have attended (seniors) an Orientation to Recruiting in preparation for my job search.
I am aware of online resources for job searching within the United States.
I am aware of online resources for job searching outside of the United States.
I have a plan to gain work experience in my field before I graduate.
I am aware of resources for exploring career options within my major.
I am building my network of professional contacts each semester.
I am building relationships with professors, work supervisors and others for references.
I am aware of my visa requirements for internship and full time employment in the US.
I have created a Linked-in profile that reflects all of my career accomplishments to date.
I am maintaining a GPA of 3.0 or above.
I have joined clubs and organizations to increase my professional network.
I have developed my leadership skills in the classroom or with other activities.
I have scheduled a mock interview with the Career Center to practice interviewing skills.