

# Yale Office of Career Strategy

## Faculty Guide

The Office of Career Strategy has a staff of 18 that work as a team to support Yale GSAS and Yale College students, postdoctoral scholars, and alumni seeking to clarify career aspirations, identify employment opportunities, and obtain advice at every stage of the job search process. In addition to five McDougal Career Fellows, two staff members are dedicated to serving Yale GSAS students and postdocs engaged in the exploration of non-academic careers:

**Hyun Ja Shin** *Director, Graduate & Postdoctoral Career Services* ([hyunja.shin@yale.edu](mailto:hyunja.shin@yale.edu))

**Brian Frenette**, *Senior Associate Director, Graduate & Postdoctoral Career Services* ([brian.frenette@yale.edu](mailto:brian.frenette@yale.edu))

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### Faculty Engagement

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We welcome opportunities to build collaborations with departments to support GSAS students and postdocs exploring non-academic careers, and are happy to meet with faculty to discuss our services. Please contact us at any time if you would like OCS to present a workshop to your students, or if we can otherwise assist with your department's career-related programming. We invite your comments and suggestions for new programming and employer development.

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### Career Strategy Resources for GSAS Students and Postdocs

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#### Advising

- One-on-one appointments with a staff of 14 advisors in 3 locations: 55 Whitney, HGS, and SHM
- 15-minute walk-in sessions, 10-4 pm every day

#### Workshops

- Presented throughout the year at all Yale campuses, including West Campus, on topics such as CV to resume conversion, networking, and interviewing
- Special programming for Master's students, including pre-arrival outreach and resume bootcamp

#### Employer Events

- 16 industry networking events per year and numerous employer information sessions
- On-campus recruiting opportunities

#### Networking with Alumni

- Access to the Yale Career Network, a database of over 17,000 alumni
- Alumni panels covering a range of industries and functions

#### Website ([ocs.yale.edu](https://ocs.yale.edu))

Videos, how-to guides, industry databases, and other resources to help with each step of the career search process

#### Newsletter

Weekly email with career tips, resources, selected job opportunities, and career-related events happening around campus

#### Jobs Database

Job and internship opportunities entered by employers into database accessible only by Yale students and postdocs

#### Resume Drop ([ocs.resumereview@yale.edu](mailto:ocs.resumereview@yale.edu))

Suggestions for improvement provided within 5 business days for resumes submitted via email

#### Academic Job Search Workshop Series

Ten-session series administered by the Office of Career Strategy to support students on the academic market

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## Selected Events for GSAS Students and Postdocs, Fall 2016

### CAREER TOOLKIT WORKSHOPS

- Conducting the Non-Academic Job Search
- Master's Resume Bootcamp
- Preparing for Networking Events
- CV to Resume Conversion
- Tips & Tricks: Yale Career Link & Yale Career Network
- Cover Letters and Resumes
- Networking featuring The Purple Crayon Improv Group
- Mastering Employer Interviews
- Career Lab: Behavioral Interviews
- Career Lab: Telling your Research Story
- LinkedIn Workshop

### INDUSTRY NETWORKING EVENTS

Focused career fairs with 10-20 employers from the following industries:

- Advertising, Management and Marketing
- Healthcare Consulting
- Boutique Consulting
- Boutique Finance
- Government
- Software Engineering
- Mech./Chem./Environmental/Electrical Engineering
- Biotech
- Startup and Entrepreneurialism

### ALUMNI AND EMPLOYER CAREER PANELS

- What Is Advertising & PR?
- What Is Global Public Health?
- What are Careers in Big Data?
- What are Creative Careers in the Film Industry?
- What are Careers in Environmental Conservation?
- What are Careers in Non-Profit Consulting?
- PhD Pathways: Library Careers
- Careers in Publishing: Professionals in the Field

The Office of Career Strategy also hosted over 35 individual employer information sessions that were attended by graduate students and postdocs.

### ACADEMIC JOB SEARCH SERIES

- The Basics of Preparing an Academic CV & Cover Letters
- Academic Interviewing in the Sciences & Engineering
- Academic Interviewing in the Humanities & Social Sciences
- Teaching & the Academic Interview
- New Faculty Panel
- Diversity in Academia
- Teaching Portfolios: Teaching Ability, Evals, & Sample Syllabi
- Preparing for your Academic Search - Humanities & Soc. Sciences
- Showcase Yourself: Teaching & Online Portfolios
- Writing the Research Statement in the Sciences