MISSION:

TSU Career & Professional Development Center is part of TSU’s Division of Student Services. Our comprehensive services are open to all students and alumni. The mission of TSU Career & Professional Development Center is to contribute to the TSU community of learning by providing exceptional career development services that help students apply their education and experiences toward advancing their career goals over a lifetime.

TSU Career & Professional Development Center staff members want to help you learn about your skills and interests, and articulate them confidently in résumés, cover letters, interviews, and personal statements; identify and explore career options that you might pursue; implement an effective strategy to attain your desired career outcomes. We invite you to visit our office, so that we may create an individualized career plan for you!

Thank you,

Ms. Andreaus Boise
University Director, Career and Professional Development Center
Overview of Services

RESUME WRITING
Resume workshops are one of the services that is provided at the Career and Professional Development Center. The Ambassadors and Staff provide detailed explanations, as well as, step-by-step processes for creating a career ready resume.

MOCK INTERVIEWS
Mock Interviews are one-on-one, 30-minute practice interviews designed to prepare the individual for the actual interview process. Students and alumni who partake in mock interviews at the Texas Southern University Career & Professional Development Center are 88% more successful when interviewing with actual employers or programs.

JOB SEARCHING STRATEGIES
Handshake is your one-stop shop and world-class career development platform. Texas Southern University students and alumni are exclusively invited to actively search for career opportunities and internships pertaining to their career interest.

NETWORKING
Through Employer Seminars, Coffee Chats and job fairs, students and alumni are able to receive insightful information from top level industry professionals. Each semester, the Career & Professional Development Center facilitates informational sessions hosted by an array of employers who are actively recruiting on campus.
DRESS FOR SUCCESS

The Dress for Success workshop addresses the importance of proper attire as it relates to interviews and business events. Students in need of professional attire for a job interview, business event or internship, can visit the Career Center to complete the referral form. Once a student secures a job, she is invited to receive eight additional professional attire pieces and is invited to join the Professional Women’s Group. The Professional Women’s Group is a job retention and career advancement program, and after clients attend program classes, they are welcome to shop at no cost and build their professional wardrobe.

Career Gear:

While Dress for Success is designated for women, Career Gear is a professional attire workshop designated for men. During their SuitUp Appointment, clients receive interview appropriate attire, education on how to wear and care for their attire and coaching on behavioral interviewing. Both programs provide free suiting to students and alumni for job interviews and job employment.

Professional Headshots

The Career and Professional Development Center provides free headshots to students and alumni every Friday and at special events.

Career Fairs

Each fall semester, the Career & Professional Development Center hosts the annual TSU Tiger Career Fair and targeted career fairs. Last year’s Tiger fair was attended by over 100 employers and more than 500 students and alumni. TSU’s CPDC is also one of the sponsors of the annual Texas Job Fair and a founding member of the Houston Area Consortium of Career Centers (HACCC). On average more than 130 employers attend the Texas Job Fair which takes place each spring semester (HACCC.org).
1. Services to Employers
   
a. **On-Campus Interviewing:** On-Campus Interviewing provides organizations the opportunity to interview a range of students for open career and internship opportunities. We provide two interview suites for the employers to use.

b. **In-Class Presentations:** Employers can have the opportunity to speak directly to students within the classroom setting based on desired majors and classification.

c. **Table Talks:** Table Talks allow the employers to meet and greet students across different areas of campus. Employers can set up booths in the Student Center to access a broader population of students to discuss career and internships and full-time job opportunities.

   If you would like to conduct a table talk to interact with TSU students, please contact **Career Services Coordinator, Melissa Knight** at melissa.knight@tsu.edu to reserve a space. Table Talk with a Tiger will be held every Wednesday and Thursday.

d. **Employer Information Sessions:** Information sessions are a great way to promote your company’s opportunities and interact with potential candidates before your interviews. These sessions allow students to get to know your organization beyond the job description. You may also create a specialized session unique to your organization (e.g., alumni panel, interview preparation, simulation, competition, industry-specific panel or presentation).

   Please note that these services can also be held virtually upon request.

   Employers can hold information sessions to promote and share information about current job or internship opportunities they have for students. The information sessions consist of company presentations where employees explain company culture and hiring processes. This can also be followed by a Q&A and opportunities for students to network with the recruiter.

   Request your session by sending us an email to placementservices@tsu.edu or at andreaus.boise@tsu.edu

   We ask that recruiters submit their on-campus requests at least two (2) weeks before their requested date.

2. Hours of Operation
   
a. The Career and Professional Development Center standard hours of operations is from Monday through Friday from 8:00 a.m. to 5:00 p.m. (Please note that some employer events may be held outside of these hours).

3. Location
   
The Career & Professional Development Center is located in Bell Building on the South Entrance.

4. Parking
   
Parking is available in the East Side Parking Garage located across from the JHJ. Business School. The Eastside Parking Garage is between Sampson and Tierwester on Cleburne Street.
Handshake

a) Handshake is the Texas Southern University Career and Professional Development Center’s (CPDC) one-stop-shop for employment and internship database. Unlike other job search websites, employers who post in Handshake are specifically looking for TSU students and alumni. Use Handshake to apply for externships, internships, jobs, on-campus interviews, and to RSVP to events. You can also opt-in to making your profile searchable by employers.

b) The CPDC can help you connect with employers in every career cluster, whether you want to explore job fields or network with people in your industry – on campus or beyond the hedges. You can also explore careers through job shadowing (externships).

c) ON Handshake, RSVP for workshops and employer events including information sessions, on-campus interviews, and career fairs.

The Career Ambassador Program

The Career Ambassador Program provides students with an opportunity to stay active, meet new people, employers and build a wealth of memorable experiences. As a Career Ambassador, students will experience these outcomes:

- Personal career assistance and access to resources and staff.
- Expertise in résumé-writing, interviewing, and internship/job searching.
- Improved presentation skills.
- Increased comfort and skill when interacting with employers.
- Solid relationships with the Career services staff.
- Leadership experience in a close-knit team.
- An opportunity to meet and help a diverse group of TSU students.
- Certification in Career Services.

Annual Programming

a. Resume Round Up Event
b. TSU Career and Professional Development Center Career Week Programming
c. You Can’t Take the Tiger Walk with You
d. Dorm Storms
e. #HIREATIGER: On-Campus Employer Week
f. JCPenny Suit Up Event
g. Business & STEM Career Week: in collaboration with Jesse H. Jones of School Business and the College of Science Engineering and Technology.
h. Career Signing Day
i. Veterans Career Week & Employer Fair

Follow us on social media @TSUCareerCenter