



# Office of Career Planning

## Frequently Asked Questions

**We're here to help! Come to our office for assistance with these areas.**

- Student Employment
- Career Exploration
- What Can I Do With My Major?
- Resume/Cover Letter Development
- Internship/Job Search
- Professional Skill Development

### • **When should I come to the Office of Career Planning?**

As soon as you are a registered student, you are welcome to visit Career Planning! Our office serves all students throughout the career planning process. We encourage all students to come in during their first year at Sage to discuss career exploration/gaining experience in a field of interest and resume creation/development, job and internship search skills, professional skill development, and more.

### • **Can you help me figure out my career path or major?**

Absolutely! We utilize a career assessment, Focus2, to explore career interests and potential career paths or fields. A member of the Career Planning team will meet with you to discuss and review the results of the Focus2 assessment and suggest exercises to figuring out your potential career path and/or academic major that fits the career paths.

### • **I see Federal Work Study funds on my financial aid letter... what does that mean?**

If Federal Work Study funds are in your letter, that means you can use those funds to work at student employment positions on-campus up to the amount awarded. The jobs are in a variety of areas, primarily on-campus (Ex. the libraries, campus centers, food services, offices and departments), and you can usually work about 7-10 hours per week. Often, these positions are listed on Sage's internal job database, SAGELink, at [www.sage.edu/sagelink](http://www.sage.edu/sagelink). It is quick and easy for students to sign up for SAGELink! Important note: if you do not work a student employment position, you will not earn your Federal Work Study funds.

### • **I want to work on campus, but I do not have Federal Work Study awarded as part of my financial aid package... can I still work on-campus?**

Yes! First check with Financial Aid, you still may be able to have Federal Work Study added to your award. If you still don't have Federal Work Study, you are able to get Sage Work Study through the College. Some offices on-campus do hire for both Federal Work Study and Sage Work Study positions. Check with offices such as Admissions, Annual Giving, Sodexo, and also search SAGELink! However, if you do not have Federal Work Study, you are not able to apply for Community Based Student Employment.

### • **What is Community Based Student Employment?**

If you have Federal Work Study, you are able to apply for positions off-campus locally in Troy and Albany at community organizations and non-profits and use your Federal Work Study Funds to work. These positions are at least 9 hours a week and can be found on SAGELink. Students that work in these positions have found them really rewarding at places such as YWCA, Boys and Girls Club, Susan O'Dell Taylor School, Mission Accomplished, The Capital Region Arts Center, Troy Music Hall etc.

### • **Do I contact Career Planning if I want to change my major?**

No, but we can help you explore career options if you do change your major! If you are looking to change your major, please contact the Office of Academic Advisement on your primary campus.

### • **Where do I look for on campus positions (work study and non-work study), internships, part time jobs, volunteer opportunities, and full time jobs?**

You can access these positions on SAGELink at [www.sage.edu/sagelink](http://www.sage.edu/sagelink)! SAGELink is updated on a regular basis, and new positions and opportunities are being added frequently. SAGELink is also available on your phone by searching "Careers by Symplicity".

### • **What are the skills and experiences that employers are looking for in candidates?**

Employers are looking for students and new graduates with relevant work experience, volunteer experience, leadership involvement, and more. These skills and experiences can be gained through internships, work study positions, being involved on campus, collegiate athletic experience, summer employment, and more. The key competencies and skills that employers are looking for can be gained through these experiences! The key competencies are: communication, self-awareness, teamwork, leadership, global perspective, problem solving/collaboration, networking, professionalism, and digital identity. We can help you find ways to gain these skills at Sage!

### • **How do I access Career Planning?**

Stop by our offices on the 3rd floor of the library on both campuses or email us to set up an appointment! We also have Walk-In Wednesdays between the hours of 12:30pm and 4:30pm each week— no appointment necessary!

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**Office of Career Planning**

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