

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

- Career Exploration
- Student Employment
- 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.

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

Go to sage.joinhandshake.com to set up an appointment or stop by our offices on the 3rd floor of the library on both campuses! We also have Walk-In Wednesdays between the hours of 12:30 pm and 4:30 pm each week—no appointment necessary. Handshake also lists all of our upcoming events to attend.

• **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 can 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.

• **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, internships, part-time jobs, volunteer opportunities, and full-time jobs?**

You can access these positions on Handshake at sage.joinhandshake.com! Handshake is updated on a regular basis, and new positions and opportunities are being added frequently from local and national opportunities.

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

Employers are looking for students and new graduates with relevant work experience, communication skills, volunteer experience, micro-internships, 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. We can help you find ways to gain these skills at Sage! Check out all the skills on our "[Are you Career Ready?](#)" worksheet.

• **I want to work on-campus, how does this work? How do I apply?**

All positions for working on-campus are listed on Handshake at sage.joinhandshake.com, search and apply! Most positions all students can apply to (Campus Recreation, Library, Sodexo, Admissions, etc.), but there are certain positions (community based student employment) that are only for Federal Work Study eligible students. Check with financial aid to see if you qualify for Federal Work Study, if you find a position that requires the award. With Federal Work Study funds added to your aid, you can then work in a Federal Work Study position and earn those funds.

• **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 7 hours a week and can be found on Handshake at sage.joinhandshake.com. 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.

• **What is a Micro-Internship?**

Micro-internships are short term virtual paid projects, typically 5-40 hours posted by national employers. To search and apply for these opportunities go to info.parkerdewey.com/sage. Micro-internships are a great way to add more experience to your resume, get introduced to a new field, and don't require a long-term commitment.