Exclusively for UCLA Residential Life

Ask the UCLA Career Center
to present a workshop!

We’ll come to your floor or building on the Hill.

Yes! We would like someone from the Career Center to come to the Hill and present a workshop for our students.

What do we do next?

Please read the information on the next page...

Then contact Jordan Maness, Counseling Manager, Student Engagement, UCLA Career Center, at jmaness@career.ucla.edu

Jordan will connect you with a trained UCLA Career Center Peer Advisor who will coordinate your workshop request.

Our Peer Advisor will suggest possible dates and times with you – and ensure everything is in place for a successful program.

Did you know that the Career Center offers comprehensive career services - most of which are free - for undergraduates, graduate students, and alumni?

Unfortunately, many students don’t take advantage of our services until it’s too late. Many undergrads don’t contact the Career Center until their fourth year and miss out on life-changing opportunities, like paid internships locally, nationally, and abroad!

We want to give students the knowledge and tools to start their career development process in their first year and avoid having a tough time finding a job after graduation.

Help us guide UCLA students by partnering with the Career Center. We can bring our career workshops to the Hill and start this essential process. Contact us now and let’s schedule career workshops together.

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Workshops Offered

• Resume Writing Tips
• Interviewing Skills
• Career Center Services Overview

Please note: We can briefly go over additional topics during the workshop.

For instance, we can review the job and internship search process, networking, and other topics of interest as part of the presentation, or immediately following the presentation.

Workshop Criteria

(i.e., how you will support the workshop)

• Must be a building-wide or co-program (at least 2 floors).

• Requests for workshops must be placed at least 2 weeks in advance.

• Let us know how you will promote the workshop (e.g., flyers, posters, social media, emails, meeting announcements).

• Must have a laptop and projector available and set up at the workshop.

HIGHLY ENCOURAGED

• Swag for your residents – snacks, pens, magnets, raffle, etc.

• Time range recommended for the workshops: 6-8pm

career.ucla.edu