

## Career Services

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## The Office of Career Services



- Provides services for students that will increase their knowledge, understanding, and skill development in best practices to present themselves professionally to the employment community or other professional settings in achieving their career aspirations.
- Develops on-going relationships with employers and community stakeholders, in the public and private sectors, for profit and non-profit organizations, to increase visibility of student potential allowing current students and alumni to realize their career goals in their chosen disciplines.
- Collects data on placements in service learning activities, paid internships, employment and continuing education as well as feedback from the employment community on trends in hiring, performance, and next steps.

## Director's Message



The Office of Career Services is open to all current students, alumni, faculty, and staff. We like to start with the end in mind – and our GOAL is to assist those that visit our office in realizing the potential for every opportunity by making a positive difference. There are resources for every classification – from Freshmen to Seniors, Graduate Students, and Alumni.

Golden Rams are represented across the employment spectrum – in business, education, the arts, the sciences, the public sector, government, non-profits, sports, health professions, higher education, and as entrepreneurs. Take advantage of every opportunity to improve and position yourself in the right major, in the right field, that's right for you – through self-awareness, self-discovery, self-development, and self-actualization – prepare to be successful! The steps you take are key to opening the doors to your future – we are here to assist you in reaching your goal!

Visit the Webpage for links to assessments, our job/internship databank, interviewing prep, resume databank for employers – *RAM NATION*, and other services. We offer an array of services, including: resume writing workshops, seminars, employer visits, mock interviews, and Career Talks – Listen & Learn to prepare students professionally so you may realize your potential.

Schedule an appoint today! We look forward to assisting you in your success – as you realize your potential!

Tracy Simmons Williams  
Director – Office of Career Services  
ASU Graduate – 1989/1999

## Vision

To positively impact student career success through opportunities for career awareness and connections that support student potential.

## Mission

Career Services provides focused advisement to current students and alumni through ubiquitous resources, student centered programming, and events to increase awareness, career exploration, student engagement, and employability to positively impact student success and career progression.

**Admin Staff Office Hours**

Monday – Friday

8:00 AM – 5:00 PM

Summer Hours may vary

**Office Location**

Reese Building 2nd Floor

504 College Drive

Albany, GA 31705

**Contact Information**

Telephone: (229) 430-4654

Fax: (229) 438-2601

E-mail Address:  
[careerservices@asurams.edu](mailto:careerservices@asurams.edu)