

Upcoming Career Events

All require an RSVP in AU CareerWeb as a courtesy to presenters.

AU CareerWeb: <https://american-csm.symplicity.com/students>

Workshop: How to Find Your Calling in International Affairs

Wednesday, AUGUST 30 from 3:30-5PM

Wednesday, SEPTEMBER 6 from 6-7:30PM (ONLINE)

A "career in international affairs" can mean a lot of different things. What does it mean to you? This workshop will help students develop an effective approach for designing a joyful and fulfilling career in international affairs. The SIS career advising team will share a framework and tools for exploring and understanding personal preferences and their impact on career decisions.

Workshop: How to Make the Most of Your Time at SIS

Thursday, AUGUST 31 from 3:30-5PM

SIS opens a lot of doors for students... but it is up to you to make the most of it! This workshop will teach students how to find and prioritize career services, planning tools, and events offered throughout the year. The SIS career advising team will share sample timelines and suggestions for when undergraduate and graduate students should start working on their resume/cover letters, attending panels and workshops, interning and/or volunteering, networking with alumni, applying for jobs, and more.

SIS Career Advising Open House

Tuesday, SEPTEMBER 5 from 11AM-3PM

Stop by and meet the SIS career advising team at our annual open house! We'll be reviewing resumes, taking LinkedIn profile pictures, and chatting about SIS career services, planning tools, and events from 11am-3pm. Light refreshments will be provided.

Workshop and Lab: Leveraging LinkedIn as an SIS Student

Thursday, SEPTEMBER 7 from 3:30-5PM

Wednesday, SEPTEMBER 20 from 6-7:30PM (ONLINE)

Bring your laptop and learn how to get the most out of LinkedIn. At this workshop, we'll share best practices for researching employers, finding connections, and using LinkedIn as your professional development hub. We'll also break into small groups based on experience level with LinkedIn and give you time to create or update your profile.

Workshop: Traditional Resume Writing for SIS Students

Tuesday, SEPTEMBER 12 from 3:30-5PM (ON CAMPUS + ONLINE)

Applying for your first internship or job? Changing careers? Submitting resume after resume without getting an interview? This interactive resume writing workshop is for you. The SIS career advising team will present a framework and tools for writing a strong and polished resume for international affairs jobs in the private and non-profit sectors. Students will learn how to highlight their background and skills to recruiters and hiring managers in a clear, concise, and compelling way. Please note: We will not be reviewing resumes during this workshop.

Workshop: Public Sector Resume Writing for SIS Students

Wednesday, SEPTEMBER 13 from 3:30-5PM (ON CAMPUS + ONLINE)

Applying for your first job in the public sector? Submitting resume after resume in USAjobs without getting an interview? This interactive resume writing workshop is for you. The SIS career advising team will present a framework and tools for writing a powerhouse public sector resume. This workshop will help students develop an effective approach for reading public sector job posts and creating a checklist of the keywords and skills that must be highlighted in their resume. Students will also learn how to effectively communicate their relevant skills and accomplishments to public sector hiring teams. Please note: We will not be reviewing resumes during this workshop.

Resume Writing Lab (Traditional and Public Sector)

Thursday, SEPTEMBER 14 from 3:30-5PM

Whether you are starting with a blank sheet of paper or looking to fine tune an existing resume, stop by and work on your resume with the SIS career advisors and your peers. We'll be reviewing resumes and sharing tips on how to organize/format your resume and write strong bullet points from 3:30-5pm. Light refreshments will be provided.

SIS Boot Camp: Intelligence

Tuesday, SEPTEMBER 19 from 9AM-12PM

SIS boot camps are intensive training courses that teach the parts of career exploration, networking, and job application strategy for a specific sector/field with the biggest impact and relevance to student and employer needs. The first hour will be dedicated to exploration of career options as they relate to students' personal preferences. The second hour will give students a chance to meet a panel of professionals who work in the field. The third hour will give students a chance to use what they learned to prepare a takeaway such as a resume/cover letter, job search plan, or elevator pitch.

SIS Site Visit to U.S. Global Leadership Coalition (USGLC)

Tuesday, SEPTEMBER 26 from 3-4PM

Join the SIS career advising team for an on-site information session at the U.S. Global Leadership Coalition. The U.S. Global Leadership Coalition (USGLC) is a nonprofit organization formed by a coalition of American businesses and NGOs, senior national security and foreign policy experts, faith-based and community leaders from across the United States who promote increased support for the United States' diplomatic and development efforts among both politicians and the public. By advocating for a strong International Affairs Budget, the USGLC is working to make America's international affairs programs a keystone of U.S. foreign policy. Learn more: <http://www.usglc.org>. Meeting location and other instructions will be sent to participants in advance.

SIS Site Visit to United Nations Information Center (UNIC)

Thursday, SEPTEMBER 28 from 11AM-12PM

Join the SIS career advising team for an on-site information session at the United Nations Information Center. The United Nations Information Centers (UNICs), located in 63 countries, link the UN with people around the world, providing news, up-to-date information, and background on the organization's work. The United Nations Information Center (UNIC) in Washington, DC is the focal point for UN engagement with U.S. government officials, Congress, civil society, media, academia, and youth. It serves as a resource and conducts outreach to advance the understanding of the UN in the U.S. Learn more: <http://unicwash.org>. Meeting location and other instructions will be sent to participants in advance.

SIS Site Visit to United States Institute of Peace (USIP)

Thursday, SEPTEMBER 28 from 2-3PM

Join the SIS career advising team for an on-site information session at the United States Institute of Peace (USIP). USIP is America's nonpartisan institute to promote national security and global stability by reducing violent conflicts abroad. USIP staff guide peace talks and advise governments; train police and religious leaders; and support community groups opposing extremism—all to help troubled countries solve their own conflicts peacefully. Learn more: <https://www.usip.org>. Meeting location and other instructions will be sent to participants in advance.

Workshop: Cover Letter Writing for SIS Students

Tuesday, OCTOBER 3 from 3:30-5PM (ON CAMPUS + ONLINE)

Resumes and cover letters get you interviews. Interviews get you jobs. Don't be that well-qualified candidate who gets passed over because of poor materials. This workshop will provide students with a framework and tools for writing a strong cover letter. Please note: We will not be reviewing cover letters during this workshop.

TO LEARN MORE, VISIT: <http://www.american.edu/sis/career>

Workshop: 3 Steps to a Perfect Informational Interview

Wednesday, OCTOBER 4 from 3:30-5PM

Informational interviews are the best way to meet people who work in your target field while getting the inside scoop on career options in international affairs. This workshop will teach students why informational interviews are so important and how to go about doing one. We will cover how to find and approach potential contacts, strategies for prepping for and making the most of these meetings, and tips for making a great, lasting impression.

Workshop: The Complete Guide to Building Your Personal Brand as an SIS Student

Thursday, OCTOBER 5 from 3:30-5PM

Personal branding is crucial to career success. When you interact with people, they develop an image of you over time. Meanwhile, your online presence gives Internet searchers (potential and current employers included) an impression of who you are in an instant. This workshop will teach students how to take control of their personal brand and use it to achieve their career goals. We will discuss how to choose what your brand should be, as well as how to build it intentionally through your elevator pitch, networking, portfolio, social media, and more.

Workshop: Behavioral Interviews

Tuesday, OCTOBER 10 from 3:30-5PM

Behavioral interview questions are more pointed, probing, and specific than traditional interview questions. They help recruiters and hiring managers get a sense of your future job performance based on how you handled a situation in the past. This interactive workshop will help students develop an effective approach for giving strong answers to behavioral interview questions. The SIS career advising team will share a framework and tools for preparing for behavioral interviews and coming up with compelling examples that highlight your relevant skills and experience. We'll also break into small groups and give you time to practice answering some of the most common behavioral interview questions with other students.

Workshop: Interviewing for a Public Sector Job

Wednesday, OCTOBER 11 from 3:30-5PM

Congrats! You landed an interview for a federal job. Now what? Public sector interviews can vary in length and format, but one thing remains the same: "winging it" is never a good idea. This interactive workshop will help students develop an effective approach for preparing for public sector interviews. The SIS career advising team will share a framework and tools for learning as much as possible about the job/office and coming up with compelling examples that highlight your relevant skills and experience. We'll also break into small groups and give you time to practice answering interview questions with other students.

Workshop: Ace Your Case Interview

Thursday, OCTOBER 12 from 3:30-5PM

A case interview asks you to solve a business problem based on the interviewer's real work experience. The objective is not to get it right. Instead, the interviewer wants to see how you think and problem solve. This interactive workshop will help students develop an effective approach for analyzing and solving case interview questions. We'll also break into small groups and give you time to practice answering a case interview question with other students.

Workshop and Lab: How to Negotiate, Accept, or Decline a Job Offer

Tuesday, OCTOBER 17 from 3:30-5PM

We get it: salary negotiation can be scary. Too often, however, you don't get what you deserve, you get what you negotiate. We are here to help! This workshop will teach students best practices for negotiating, accepting, and declining job offers in international affairs. The SIS career advising team will provide students with tools and tips to determine when they should and shouldn't negotiate, as well as to help them figure out their market value, prepare for negotiations, convey the value they will bring to the organization, and make their ask.

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