

PROFESSIONAL SERVICES



ONE-ON-ONE CONSULTING

CAREER ADVISING DROP-INS

Discuss job search strategies, preparing for interviews, and CV or resume review. Meetings are on a first-come, first-serve basis on Tuesdays from 10:00 AM to Noon. No appointment required.

WRITING CONSULTANTS

Writing consultant appointments are for all disciplines, and can review: academic writing, funding, and job application materials. Make an appointment today - they fill fast!

FELLOWSHIP APPLICATION ADVISING

Make an appointment with Kayleigh Anderson to discuss your fellowship application questions and receive feedback.

CAREER WORKSHOPS In partnership with Lauren Lyon, Career Engagement Educator at the Division of Career Pathways, GRC provides additional career resources designed to meet the career prep needs of our graduate students and postdoctoral scholars today! Be sure to prepare for the Fall Career Fair on September 25 with two special prep workshops.

CAREER FAIR PREP - RESUME WRITING | MONDAY, SEPTEMBER 23 FROM 10:00 AM – 11:00 AM

Take your resume to the next level. Learn how to tailor your content to the job description so employers see how your skills and experiences suit their needs. Plus, we'll discuss the purpose, format, and content of a targeted cover letter.

FALL CAREER FAIR HOSTED BY THE DIVISION OF CAREER PATHWAYS

WEDNESDAY, SEPTEMBER 25 FROM 10:00 AM – 3:00 PM THE BREN EVENTS CENTER

WRITING A CV | MONDAY OCTOBER 7 FROM 1:00 PM – 2:30 PM

This workshop explains the purpose, format, and content of the Curriculum Vitae (CV). Learn how to create and critique your academic CV and how to tailor your CV to different institution types. Be sure to bring your laptop or a printed draft of your CV.

PREPARING FOR THE ACADEMIC INTERVIEW - PANEL | TUESDAY, OCTOBER 22 FROM 12:30 PM – 2:30 PM

Learn about the various types of positions available, where to look for positions, and get an overview of the entire academic job search process. This session is full of tips and resources to help you successfully navigate the academic job search.

CAREER EXPLORATION SESSION: OPPORTUNITIES WITH THE CALIFORNIA STATE AUDITOR

THURSDAY, OCTOBER 24, Info Session: Noon – 1:00 PM

Individual Appointments with the recruiter 1:00 PM – 3:00 PM

Don't let the name fool you, this isn't about accounting practices! This unique opportunity puts you face to face with a recruiter searching for problem solvers from ALL DISCIPLINES. Come out for the info session or book a one-on-one appointment and learn what it takes to land a job on this unique team!

INTERVIEW TECHNIQUES AND PRACTICE | THURSDAY, NOVEMBER 7 FROM 10:30 AM – Noon

The key to interview success is preparation and practice. It's not necessarily the most qualified who gets the job, but the person who knows how to make a great impression. Discover the techniques to rise above the competition and lower interview anxiety by preparing well with some practice!

JOB SEARCH STRATEGIES | WEDNESDAY, NOVEMBER 13 FROM 12:30 PM – 1:30PM

Learn research and understand the job market. Discover how to narrow your search, locate jobs and develop an action plan to get you started.

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REGISTER: grad.uci.edu/services/grc – Click "Book Now"

QUESTIONS? Email grc@uci.edu or call 949-824-3849



CERTIFICATE PROGRAMS



Add some new skills to your CV or resume and sign up for a Certificate Program today! These programs are open to all graduate students and postdoctoral scholars. Each focuses on a specialized topic and aims to enhance personal, professional, and academic development. Participants enroll in 4-8 weeks of concentrated subject material led by faculty and industry experts.

ACTIVATE TO CAPTIVATE

Tuesdays, October 8 to November 26 from 10:00 AM – Noon

Public Speaking: Activate to Captivate is an 8-week communication certificate program for postdocs and graduate students. Participants will learn and practice strategies to craft a dynamic and compelling presentation including:

- Overcoming anxiety
- Commanding a room
- Communicating effectively with an audience of any size

FOUNDATIONS OF GRADUATE HEALTH AND WELLNESS

Wednesdays, October 16 to November 20 from 10:00 AM – Noon

Maintaining overall health and well-being are key to graduate success. This is a 6-session program focuses on skills and resources related to health and wellness. This certificate program is intended for those who are:

- Curious about the connection between physical health, mental well-being, and professional success
- Interested in resources, strategies and tools to thrive in a demanding work environment
- Seeking to improve work-life balance and professional development

IMPROV FOR TEACHING

Tuesdays, November 6 to November 26 from Noon – 2:00 PM

Facilitated by Activate to Captivate's Bri McWhorter, this new 4-session communication program is for postdocs and graduate students. This highly interactive program will help participants learn to:

- Think on their feet
- Engage in active listening techniques
- Create a collaborative learning environment
- Expand their imagination to lead a dynamic classroom

REGISTER: grad.uci.edu/services/grc
Click "Academic Courses and Certificate Programs"
and complete the interest form

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ADVANCED TRAINING BOOT CAMPS



Feel like you need more of a particular skill set? Advanced Training Boot Camps are here for you! In these sessions you will expand your skill set and continue to grow your network. Open to all graduate students and postdoctoral scholars, but space is limited so book early!

DISSERTATION BOOT CAMP (DBC)

FRIDAY, OCTOBER 25, 8:00 AM – 5:00 PM

SATURDAY, OCTOBER 26, 8:00 AM – 5:00 PM

SUNDAY, OCTOBER 27, 8:00 AM – 5:00 PM

The Dissertation Boot Camp (DBC) is an intensive 3-day writing opportunity for graduate students writing in the dissertation phase of their program. The DBC helps writers overcome blocks, make significant progress in a short period of time, and develop skills for future academic writing. Space is limited and fills early. Reserve your spot today, and get that dissertation done!

Want to put those skills to the test?

Throw your hat in the ring to compete in Grad Slam! We can help! Two information sessions will be offered to help you learn more about the competition and get the scoop from past participants. Remember, Grad Slam is open to ALL disciplines and we need one of you to bring the title back to UCI!

Grad Slam Info Session 1 | Tuesday, October 29, 12:30 PM – 1:30 PM

Grad Slam Info Session 2 | Wednesday, October 30, 12:30PM – 1:30 PM



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Graduate Resource Center (GRC) | 3100 Gateway Study Center

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FUNDING



FELLOWSHIPS: GET THE RUN-DOWN:

Garnering external funding contributes to the success and merit of any graduate student. This workshop series focuses on effective strategies for applying to the NSF GRFP. Jump start your fellowship application for the prestigious National Science Graduate Research Fellowship Program with upcoming deadlines this fall.

WORKSHOP SCHEDULE

<p>NSF GRFP INFORMATION SESSION Tuesday October 1 Noon – 1:00 PM</p>	<p>NSF GRFP REVIEW PROCESS Wednesday, October 9 Noon – 1:30 PM</p>
<p>NSF GRFP WRITING FOR FELLOWSHIPS Wednesday, October 2 Noon – 1:30 PM</p>	<p>NSF GRFP STUDENT APPLICATION EXPERIENCE PANEL Thursday, October 10 Noon – 1:30 PM</p>

Fellowship advising

Thursdays, beginning October 3, 2:00 PM – 4:00 PM, Graduate Resource Center

Fellowship advising with Dr. Kayleigh Anderson-Natale Postdoc & Professional Development Manager

COME TO THE GRC AND ASK AT THE FRONT DESK TO REVIEW SUCCESSFUL PAST APPLICATIONS.

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