

Career Center

The Career Center serves as a connection between education and career by providing students opportunities and resources for professional development, networking, and experience. The goal of the Career Center staff is to equip students with the professionalism necessary to excel in their respective careers and become effective servant-leaders for Christ upon graduation, both locally and globally.

The Career Center provides students with varied opportunities for professional development and career exploration through programming that is both campus-wide and major specific. Career Center staff conducts classroom presentations, workshops, seminars, and provide office walk-in hours to assist and instruct students in their professional development. In addition, the Career Center assists students with securing on-campus and off-campus employment.

The Career Center also provides the following resources:

- Individual career counseling and coaching, by appointment
- Internships guidance and readiness (presentations, consultations, and resources to attain internships available for credit and/or not for credit)
- Career and Internship Fairs and Networking Events
- LinkedIn Seminars
- CBU Career Connect – and online job board
- Full-time, part-time, on-campus, off-campus and internship job opening (this service remains available to students after graduation)
- Personalized document critique services (resume, cover letter, etc.)
- Document library
- Announcements for career fairs, workshops and other events
- Focus 2 Career & Education Planning Solutions™ - an online career assessment tool
- “What Can I do with this Major?” – an online tool that explores careers associated with academic majors
- Additional online resources (on the Career Center website), which includes job and internship databases

Visit the [Career Services Center](#) website for more information.

On-Campus Employment

The Career Center coordinates on-campus and off-campus Student employment opportunities. Students must be registered for classes at California Baptist University in order to serve as an on-campus Student worker. The Human Resources Office processes all Student-employee paperwork, oversees employment compliance issues, and provides University-related employment information. See pages 55-56 in the [Student Handbook](#) for complete details.

International Student Off-Campus Employment

International Students must receive an Employment Authorization Document (EAD) from United States Citizenship and Immigration Services (USCIS) prior to beginning off-campus employment. Information regarding the EAD application and requirements can be obtained in the International Student Services Office.