

WORKING WITH THE OFFICE OF CAREER SERVICES: A GUIDE FOR NYU WAGNER STUDENT GROUPS

WHAT WE DO

The Office of Career Services (OCS) is committed to supporting students as they develop career plans, pursue public service positions and evaluate their professional goals. NYU Wagner students have access to a variety of resources including networking events, career advisement, workshops and job/internship postings on the internal NYU Wagner Career Directory.

OCS & STUDENT GROUPS

As a student group leader, you have a unique opportunity to work with OCS in a number of different ways:

- 1. Developing career content for your programs:** OCS can work with your student group to develop career focused content for an upcoming event or program.
- 2. Co-sponsorship of programs:** If your student group is planning a program with a career development component OCS may be able to provide funding, marketing, and/or logistical support.
- 3. Fall Career Panel Series:** Each fall, OCS works closely with student groups to host a series of career panels, designed to provide students with insiders' perspectives on what it is like to work in various public service fields.

PROGRAM CO-SPONSORSHIP WITH OCS

If your student group is planning a program with a career development component and you would like to partner with OCS, you will need to submit a proposal at least 4 weeks before the event. Please use the [Student Group and OCS Partnership Proposal](#) form. The OCS team will review your proposal. If approved, you will be contacted to set up a meeting time 2- 3 weeks before the start of the program to discuss logistics and additional paperwork. **Due to limited capacity, OCS may not be able to co-sponsor all programs.**

PARTNERING ON THE FALL CAREER PANEL SERIES

The structure for working with OCS on the fall panel series looks a little different than co-sponsorship for other events throughout the year. OCS will contact students groups in late spring/early summer to start discussing the panel series.

Fall Panel Series: OCS Responsibilities	Fall Panel Series: Student Group Responsibilities
<p>Panelists</p> <ul style="list-style-type: none">Identify and invite the panelistsManage all panelist communication, including invitations, messaging about event logistics, requests for bios, and post-event follow up <p>Logistics</p> <ul style="list-style-type: none">Order and pay for cateringPost the event on the Wagner Career Directory and track RSVPsProvide thank you gifts, name tags, and programs for the eventWork with student groups to develop format and questions for the event <p>Marketing</p> <ul style="list-style-type: none">Advertise the event via our Twitter, JOTD emails, calendars, career directory, and Puck lobby screens	<p>Logistics</p> <ul style="list-style-type: none">Coordinate with OCS to select a date, time, and location (depending on event size student groups may need to submit space request during appropriations)Work with OCS staff to develop event format, panelist list, and questions for the eventSelect a student moderator to facilitate the panelEnsure that the student moderator attends a best practices workshop and meets with OCS staffSelect 3-4 group members to assist with staffing the event <p>Marketing</p> <ul style="list-style-type: none">Develop and implement a marketing plan to ensure turn out that meets attendance goals

Questions about partnering with OCS? Email rachel.dubois@nyu.edu