





UNIVERSITÄT GRAZ
CAREER CENTER




Career Centre - University of Graz, Austria


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Basic Facts

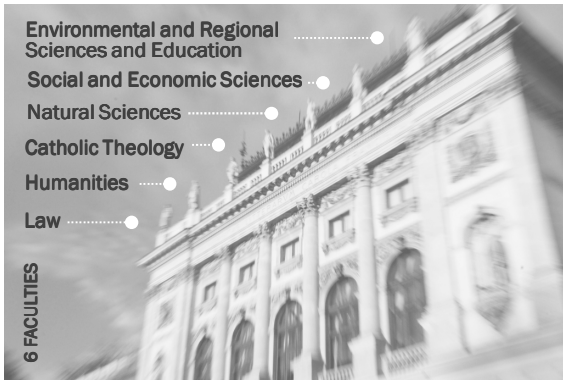


University of Graz



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Structure and Facts



- Environmental and Regional Sciences and Education
- Social and Economic Sciences
- Natural Sciences
- Catholic Theology
- Humanities
- Law

6 FACULTIES


100
Studies

4,000
Beginners per Year

27,000
Students per Year

2,600
Graduates

200
Doctoral Students



Career Centre



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Formation & Team


2003 :: **Start of the pilot project „Career Centre“**
as part of “Unitrain” (Career Service - University of Vienna)
opening: 9th of April 2003


2006 :: **Career Centre got part of the University of Graz**

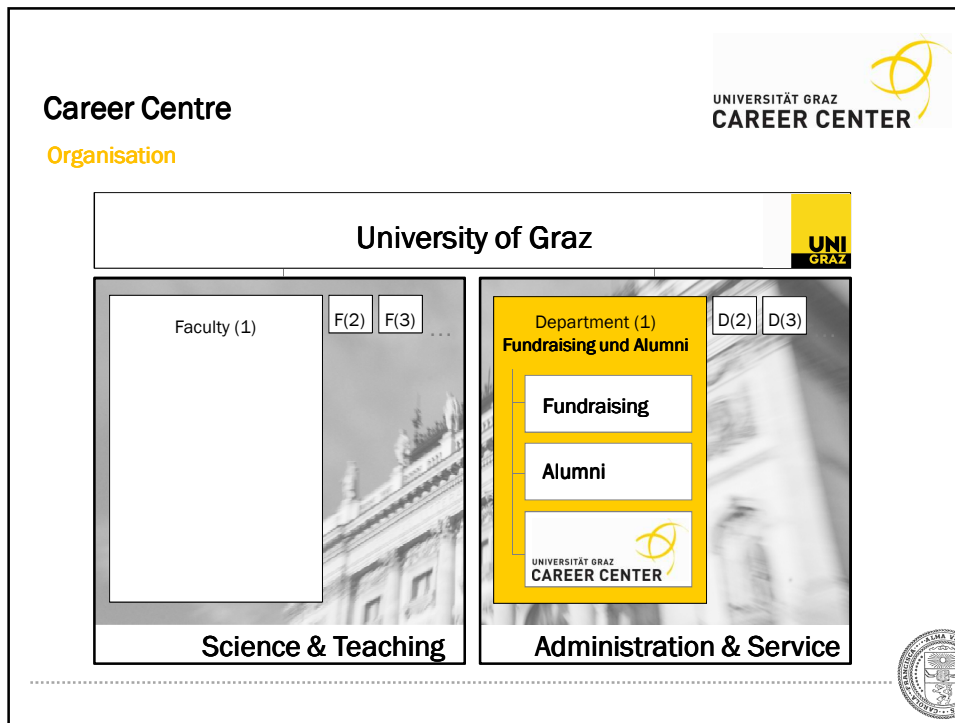
2007 :: Cooperation agreement with the Public Employment Service Austria (AMS)

Today ::









Career Centre
Funding

MMag. Sigrid Studler
 40h / University


Mag. Karin Ingolitsch
 30h / AMS

Mag. Barbara Royer
 40h / AMS


Angela Lipp
 30h / third-party funds

Target:
 About half of the annual budget should be gained by earnings in collaboration with companies.

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Services
for companies






Services for companies

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Options

- job offers
- recruiting-events
- online-advertising
- newsletter-articles
- ads in magazines







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Services for students & alumnis

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Services for students and alumni

Career Guidance

- “Speed Counselling” – Monday from 9 to 12 a.m.
- Individual Career Guidance – every work day with appointment / singular as well as in groups
- Topics are:


Content	Share
Job application	70%
Analysis of strengths and weaknesses / potential	10%
Interview-training / simulation	10%
General career questions	6%
Analysis of the occupational field	2%
Further training	2%

- 2009: 850 counselling sessions
(increase of 35% compared to 2008)


Services for students and alumni

Jobs and Internships



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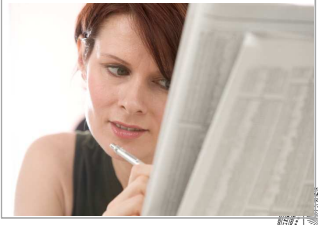
ONLINE

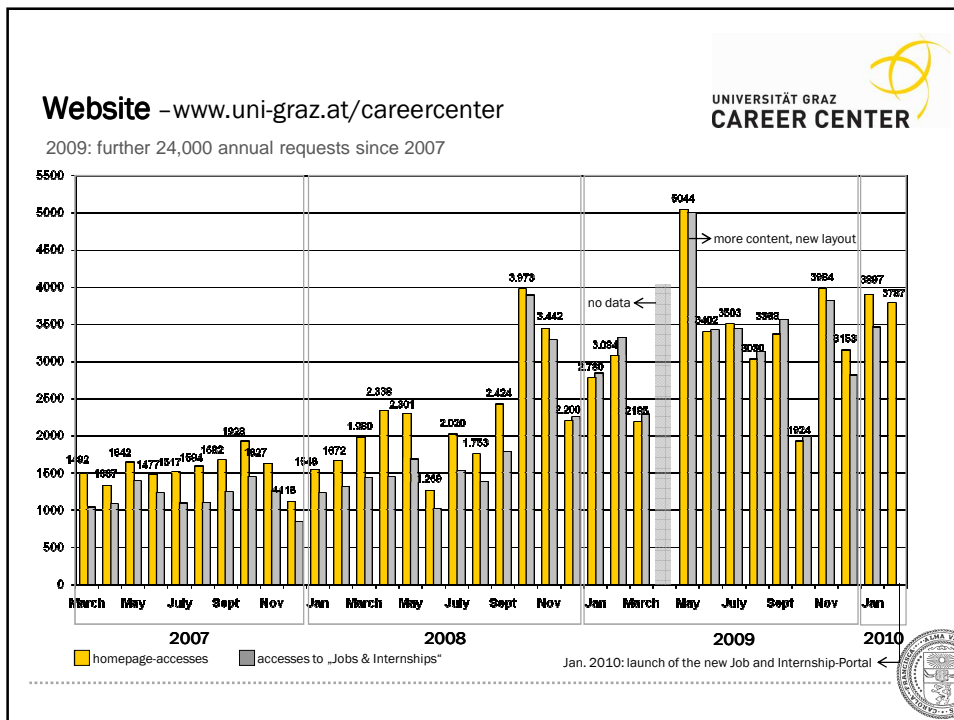


PRINT

Job Newspaper

- twice each semester
- 1,000 copies
- obtainable on the campus
- free of charge for students & graduates
- companies have to pay except for internships





Services for students and alumni



Workshops & Events

Workshops are generally free of charge. In a few cases you need to be alumni member. The duration of workshops varies between 1,5 hours and 2 days. Since 2007 the number of participants has tripled.

Year	Number of workshops	Number of participants
2007/08	13 workshops	253 people
2008/09	22 workshops	451 people
2009/10	45 workshops	871 people

Topic-Examples:

Searching for Jobs
 Job Application
 Skills Factory
 Job Interview
 Assessment-Center
 Salary Negotiation
 Employment Law
 Test Training



Services for students and alumni



EXCELLENCE – annual job fair in November

- presenter: UNIPORT – job service of the University of Vienna
- 10th anniversary: 24th of November 2010





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Marketing

How to attract interest





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Marketing and Communication

Posters, Flyers, Give-aways



Karriere-Wissen, das haften bleibt.

Nutze das kostenfreie Service-Angebot:

- Workshops
- Individuelle Beratungen
- Job- und Praktikabörse

...für alle Studienrichtungen

Informiere dich jetzt unter: www.uni-graz.at/careercenter

UNI CAREER CENTER
Tel. 0316 / 330-1548
Strossoldgasse 10 | 8010 Graz



So sieht eine Jobzusage aus - das Uni Career Center hilft dir dabei!

Nutze das kostenfreie Service-Angebot:


- Job- und Praktikportal
- Individuelle Beratungen
- Workshops

...für alle Studienrichtungen

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"That's how a job acceptance looks alike - we help you thereby!"




Marketing and Communication


Selected Activities

- semestral letter of the "Vice Rector for Studies and Teaching"
content: information about the services provided by CC & alumni
target group: students who are 3 months before graduation
- ads in newspapers, magazines, university booklets...
- lecture-visits
- information desk
- info desks and workshops at open days, „Unit 1“
- postings in online student communities
- publication: „Career Guide“
- career ambassador
- annual running event






info desk




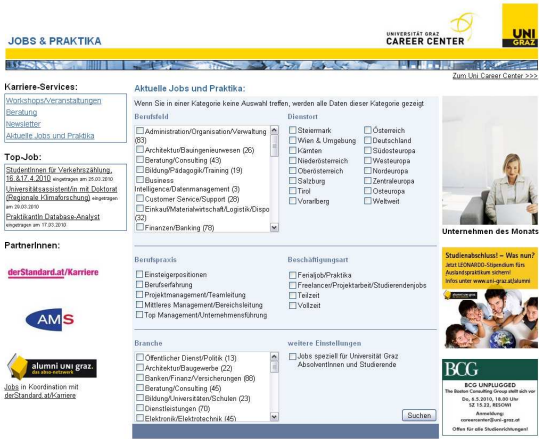
annual running event




Cooperation with Companies & Media I

Jobs & Internships






- Data entry of jobs and internships that are forwarded by companies to the University.
- Daily exchange of job-offers provided by one of the most important Austrian newspaper publishers.



Cooperation with Companies & Media II

Events & PR

- **Newspaper Column:** 8 career-tips per year published in a highly respected Austrian newspaper.
- **Writers Competition:** The challenge for students was to write a report about their picture of a perfect employer. The winner obtained one day at the editorial department of the newspaper.
- **Career Events:** round tables with media partners.




Karriere-Tipp
von Angela Lipp
Career Center der Karl-Franzens-Universität Graz

Bewerbungsunterlagen professionell aufbereiten

Nehmen Sie sich ausreichend Zeit um Anschreiben und Lebenslauf an die jeweilige Stelle anzupassen. Standardisierte Unterlagen werden sofort erkannt und sind nicht gerne gesehen.

Anschreiben
Nach einer emotional behafteten Einleitung folgen 2-3 Absätze, die auf Ihre Qualifikationen und Qualitäten, angepasst an die Anforderungen laut Stellenausschreibung, hinweisen. Eine ausgewogene Mischung aus Hard- und Soft Skills sollte immer anhand von praktischen Beispielen vermittelt werden. Verwenden Sie keine Konjunktiv-Formulierungen, denn diese stellen das Gesagte in Frage.

Lebenslauf
Der Lebenslauf sollte maximal 3 Seiten umfassen und in tabellarischer Form rückwärts-chronologisch aufgebaut sein. Auch (Zusatz-)Qualifikationen wie ehrenamtliche Tätigkeiten und besondere Interessen sind relevant. Achtung beim Bewerbungsfoto: Nur lohnt sich der Weg zum Profifotografen! Legen Sie Ihren Unterlagen auch immer 3-4 aussagekräftige Zeugnisse bei. Eine so genannte „Dritte Seite“ mit individuellen Inhalten kann ebenso Pluspunkte bringen.

Kontakt: careercenter@uni-graz.at, www.uni-graz.at/careercenter



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<http://jobportal.uni-graz.at>

Thank you!

