**Location:** Engineering Development Center (EDC) Room 1524
VIRTUAL THIS WINTER!

**Contacts:**
Cedric Brooks - email: AX1008@wayne.edu - Phone: (313) 577-8336
Kyrsten Rue – email: krue@wayne.edu phone: (313)577-4117

**Appointments:**
To make an appointment sign in to your Handshake account and click on the “Appointments” tab on the left hand side.

: [handshake](https://wayne-engineering.joinhandshake.com/login)

**Online:**
ECRC Homepage: [http://engineering.wayne.edu/career/](http://engineering.wayne.edu/career/)
The ECRC is here to help Engineering & Computer Science students with career related needs.

Some ECRC Services Include:

- Resume Building
- Professional Networking Events
- Interview Preparation/Mock Interviews
- Industry Referrals
- Internship, Co-Op Opportunities
- LinkedIn, Social Networking
- Job Opportunities
- Professional Workshops
- Employer Information Sessions
- Alumni Connections
- Career Fairs
- Career Counseling
ECRC hosts many events throughout the academic year, many in conjunction with the WSU Career Services office and the Graduate School. These events are designed to prepare and inform COE students on career and industry trends.  **VIRTUAL WINTER 2021**

- **Professional Workshops** [examples: Creating a LinkedIn account; How to market yourself in the U.S.; STAR Interviewing; Navigating a Career Fair]
- **Employer Information Sessions** [throughout the year]
- **Engineering Career Fairs** [Fall, Winter plus others in collaboration with industry organizations]
- **Industry Tours** [**if possible; could be virtual; throughout the year]
- **Alumni Events** [networking with recent alumni; learning from alumni leaders]
- **Mock Interviews** [throughout the year]
- **On-campus Job Interviews** [throughout the year]

and many more!
When you REGISTER/RSVP for an event (any event!), you are expected to come!

**Upcoming Winter Career Fair:**
February 26th – College of Engineering & Computer Science Career Fair

**Employer Events:**
- **CDM Smith**: Info Session 1/19
- **DTE**: STAR Interviewing 1/25, Resume Review 2/9, Career Chat 2/16
- **Npower**: Info Session 1/28 @noon

**Career Fair Prep Events:**
- Navigating a Career Fair, Rock your LinkedIn Profile, Handshake Review, Resume Workshop, Interviewing (multiple dates), Regular Drop-in Hours
  (visit Handshake for full list of events)
Who Hires WSU Engineers?
Handshake is an online tool designed to help students find internships and jobs related to their program of study and desire career path. Employers can search your profile and post jobs & internships.

To get started on Handshake:
1.) Visit: https://wayne.joinhandshake.com/
2.) Login using your access id.
3.) Begin creating your profile and searching for jobs!

Need help with Handshake? Visit: https://www.joinhandshake.com/students/
https://wayne.joinhandshake.com/

1) Click on blue ‘Wayne State University Sign On’ box
2) Enter your WSU Access ID (example: ft1186) and password
USING HANDSHAKE

YOUR SCREEN AFTER LOGIN
**ECRC Online Resources:**
- Resume/Cover Letter Templates
- Interview Tips
- Information on current industry trends
- Job boards to find internships and jobs
- Upcoming events and workshops
- Specific resources for international students

**Interested in serving on our Student Career Advisory Board? Email:** cedric.brooks@wayne.edu or krue@wayne.edu for an application!

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**ENGINEERING CAREER RESOURCE CENTER**

Students and alumni
- Finding a job or internship
- Co-ops
- Workshops and events
- Helpful resources
- International students
- Schedule an appointment

Helpful resources
We offer a variety of career resources for students and alumni. Our career resources are intended to aid students in their job search and career building.

Workshops:
- Career Fair Prep Sessions
- Pre-Career Fair Events and Workshops

Resources:
- Interview Tips PPT
- Building a LinkedIn Tips PPT
- Career Prep Checklist
- Resume Template with Tips
- Resume Template
- Resume Workshop PPT
- Job Search Log
- Job Search Techniques PPT

Job search links:

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http://engineering.wayne.edu/career/students/resources.php
Academic Employment Options

• Student Assistants/Federal Work Study (Listed on Handshake)
• Research Assistants – check with the department or faculty for openings.
FOREIGN NATIONALS:
Employment Resources

- Work Authorizations - verify with OISS
  http://oiss.wayne.edu/

- Social Security Number Information:
  http://www.ssa.gov/pubs/10181.html

- Tax Treaty with the US – call the WSU Payroll office
  (313) 577-2138

ALWAYS CHECK WITH WSU OI SS TO GET THE LATEST VERSION OF THE CPT/OPT DATES & RULES.
All new hire paperwork and approvals must be completed prior to starting work.
1. Log onto Handshake and begin filling in your profile and upload your resume. ([https://wayne-engineering.joinhandshake.com/login](https://wayne-engineering.joinhandshake.com/login))

2. Familiarize yourself w/ the ECRC homepage. ([http://engineering.wayne.edu/career/](http://engineering.wayne.edu/career/))

3. Update your resume! If you don’t have one yet, now is the time to create one. If you need assistance, contact the ECRC for assistance.