

PROFESSIONAL SERVICES

ONE-ON-ONE CONSULTING

COMMUNICATIONS CONSULTANTS

Get personal assistance with strategies to help you deliver more impactful talks about your research, prepare for interviews, or reduce anxiety when speaking. Appointments are 30 minutes and are available daily.

WRITING CONSULTANTS

Writing consultants provide 60-minute meetings to review writing in all disciplines. Writing consultants can review:

- Academic writing (coursework, publications, dissertations, etc.)
- Funding applications (grants, fellowships, etc.)
- Job application materials (curriculum vitae, cover letter, etc.)

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, 10:00 AM–12:00 PM. No appointment required.

FELLOWSHIP APPLICATION ADVISING

Make an appointment with Dr. Sandra Loughlin to discuss your fellowship application questions and receive feedback.



CAREER WORKSHOPS

In partnership with Neda Moayed, Graduate Career Counselor at the Career Center, the GRC provides additional career resources from one-on-one advising to specialized workshops.

INTERVIEWING TECHNIQUES AND PRACTICE | MONDAY, JANUARY 30, 1:00–2:30 PM

Discover the techniques to blow away the competition and lower anxiety by preparing with some practice!

PREPARE FOR THE PH.D. & MASTER'S VIRTUAL CAREER FAIR

WEDNESDAY, FEBRUARY 22, 3:30–5:00 PM

Learn how to navigate virtual chat rooms with employers, prepare a written elevator pitch, and develop a strategy for a successful virtual career fair experience.

NETWORKING AND YOUR PROFESSIONAL BRAND | TUESDAY, MARCH 7, 3:30–5:00 PM

Building a professional brand opens up the professional and networking opportunities necessary to establish a successful career. This session will get you started to ensure success when marketing yourself to future employers, funders, and beyond.

REGISTER NOW: grc.uci.edu/services/grc – Click “Book Now”

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

LOCATION: Graduate Resource Center (GRC)
3100 Gateway Study Center

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and be sure to visit our **NEW LinkedIn page:**
[linkedin.com/company/uc-irvine-graduate-division](https://www.linkedin.com/company/uc-irvine-graduate-division)

CERTIFICATE PROGRAMS



Certificate programs are a great addition to any CV or resume and 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 6-8 weeks of concentrated subject material lead by faculty and industry experts.

SCIENCE COMMUNICATION SKILLS (PHY SCI 220)

Wednesdays, January 11 to March 22, 1:00–3:00 PM

Science Communication Skills will enable graduate students to lead the next century of discovery, impact world policy, architect a better planet, win multi-million dollar grants for their prize-winning research or simply continue (via that next job, perhaps) to have the resources to pursue their scientific interests, wherever they might lead.

PUBLIC SPEAKING: ACTIVATE TO CAPTIVATE

Tuesdays, January 17 to March 7, 1:00–3:00 PM

Thursdays, January 19 to March 9, 3:00–5:00 PM

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

MENTORING EXCELLENCE PROGRAM

Thursdays, February 2 to March 9, 10:00 AM–12:00 PM

Effective mentoring is a crucial part of the academic experience. This 6-session program focuses on skills and resources related to mentorship. The Mentoring Excellence Program (MEP) is intended for those who are:

- Curious about becoming a mentor
- Current mentors who want to expand their skills
- Interested in having a stronger relationship with their own mentor

**Thinking of applying to be a mentor for SURF, DECADE PLUS, Grad InterConnect or Competitive Edge?
Now is a good time to complete the MEP program and fulfill this requirement early!*

REGISTER NOW: grad.uci.edu/services/grc
Click "Academic Courses and Certificate Programs"

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ADVANCED TRAINING BOOT CAMPS



Advanced training boot camps help you dive deeper into your skill set. Take a few hours this quarter to learn more or refresh a skill you have already picked up. Open to all graduate students and postdoctoral scholars, but space is limited. Hone your professional skills and reserve your spot today!

SOCIAL MEDIA AND VIDEO COMMUNICATIONS BOOT CAMP

THURSDAY, JANUARY 26, 1:00–3:00 PM AND TUESDAY, JANUARY 31, 10:00 AM–12:00 PM

Prepare your Grad Slam submissions and take your communication skills to the next level by speaking comfortably in front of any camera! Learn to leverage social media and effectively use video to communicate your research or promote yourself!

**DISSERTATION BOOT CAMP (DBC) | FRIDAY, FEBRUARY 3, 9:00 AM–5:00 PM,
SATURDAY, FEBRUARY 4, 9:00 AM–5:00 PM AND SUNDAY, FEBRUARY 5, 9:00 AM–1:00 PM**

This is an intensive 3-day writing opportunity for graduate students in the dissertation phase of their program. The DBC will help you overcome writer's block, make significant progress in a short period of time, and develop skills for future writing.

NEW IN WINTER 2017: SPECIAL EVENT | WINTER RECHARGE

MONDAY, FEBRUARY 6, 9:00 AM–7:00 PM

Time to **RECHARGE!** Winter quarter is tough and we have a solution. Join us for a full-day of activities in the GRC that touch on every aspect of your student experience: health and wellness, professional development, and school/life balance. Drop in or attend a scheduled session – there is something for everyone and no shortage of skill-building, giveaways, and fun!

START SMART: SALARY NEGOTIATION TRAINING | MONDAY, FEBRUARY 13, 3:00–6:00 PM
SESSION CO-SPONSOR: AMERICAN ASSOCIATION OF UNIVERSITY WOMEN (AAUW)

Start Smart is an interactive workshop designed to give you the confidence and skills needed to earn fair compensation. This workshop provides benchmarks for salary and benefits, offers salary negotiation skill-building exercises, and teaches participants how to develop a personal budget to determine salary needs.

WRITE-IN | FRIDAY, FEBRUARY 24, 9:00 AM–5:00 PM

This Write-In provides dedicated time to write in a distraction-free environment and promotes the development of healthy writing habits. Participants set goals for the session and are often surprised by how much they can accomplish.

INTERVIEW SKILLS BOOT CAMP | MONDAY, FEBRUARY 27, 10:00 AM–4:00 PM

This one-day boot camp provides the tools for participants to enter any interview situation with confidence including how to adapt to changing circumstances and handle surprises, practice effective small talk, and interview in any setting.

TIPS FOR LIVE PRESENTATIONS | MONDAY, FEBRUARY 27, 5:30–6:30 PM
THURSDAY, MARCH 9, 12:00–1:00 PM

Whether you are participating in Grad Slam or presenting at a research conference, having a concise and engaging description of your research is critical. Learn the techniques to breathe life into your presentation and stay confident in front of a crowd.

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FUNDING

FELLOWSHIP APPLICATION ADVISING HOURS:

Make an appointment with Dr. Sandra Loughlin to discuss your fellowship and grant application questions and receive feedback on your applications. Visit the GRC website to schedule an appointment at grad.uci.edu/services/grc.



WORKSHOP SCHEDULE

HOW TO FIND FUNDING OPPORTUNITIES: PIVOT TUTORIAL

MONDAY, JANUARY 23, 12:00–1:00 PM

Featuring Speaker: Nina Sideris, Foundation Relations

Identify ways to look for funding opportunities using the PIVOT and GRAPES databases.

Special Note: Attendees should bring their laptops to this workshop.

NIH K AWARD REVIEW PROCESS FOR POSTDOCTORAL SCHOLARS

MONDAY, JANUARY 30, 3:30–5:00 PM

Featuring Speaker: Frances Leslie, Vice Provost for Graduate Education and Dean of Graduate Division

This session will cover NIH topics for postdoctoral scholars from the perspective of a NIH grant reviewer.

NIH NRSA GRANT REVIEW PROCESS

THURSDAY, FEBRUARY 9, 3:30–5:00 PM

SPECIAL LOCATION: STUDENT CENTER, EMERALD BAY A

This session will focus on what makes a strong and competitive application and the review process from a NIH NRSA faculty advisor and former application reviewer.

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