

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 the first-come, first-serve basis on Tuesdays from 10:00 AM to 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 Moayedi, Graduate Career Counselor at the Career Center, the GRC provides additional career resources from one-on-one advising to specialized workshops.

ADVANCED RESUME WRITING | THURSDAY, APRIL 13, 3:00 – 4:30 PM

Take your resume to the next level. Learn how to tailor your content to the job description so employers see how your skills and experiences suit their needs. In addition, we'll discuss the purpose, format, and content of a targeted cover letter.

JOB SEARCH STRATEGIES | THURSDAY, APRIL 27, 3:00 – 4:00 PM

Learn to research and understand the job market. Discover how to narrow your search, locate jobs, and market yourself to business and industry.

SPECIAL PRESENTATION: NETWORKING AND YOUR PROFESSIONAL BRAND BOOT CAMP FRIDAY, MAY 19, 11:00 AM – 1:00 PM AND THURSDAY, MAY 25, 3:00 – 5:00 PM

Building a professional brand opens up the professional and networking opportunities necessary to establish a successful career. In this interactive workshop you will learn how to leave an impactful and meaningful impression with whomever you come in contact with. Focus will be on networking strategies, your brand, and your elevator pitch.

Completion of this Boot Camp is required for those interested in attending the Celebration of Graduate Success.

REGISTER: 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

**JOIN US ON SOCIAL MEDIA
BY SEARCHING @UCIRVINEGD
#UCIGRADLIFE**



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.

PUBLIC SPEAKING: ACTIVATE TO CAPTIVATE

Mondays, April 10 to June 5, 1:00 – 3:00 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

PREPARING FOR THE FACULTY CAREER

Tuesdays, April 18 to June 6, 2:30 – 4:30 PM

Anxious about the academic job market? Participants will explore job search strategies, have the opportunity to draft and workshop applications, develop and practice interview skills, and more. This program is geared towards advanced graduate students and postdoctoral scholars. Topics covered will include:

- Pathways to employment
- Components of the job application
- Interview skills and the job talk
- Transitioning to the academic workforce

MENTORING EXCELLENCE PROGRAM

Tuesdays, April 18 to May 23, 10:00 AM – 12:00 PM

Wednesdays, April 19 to May 24, 3:00 – 5:00 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
- Those interested in becoming a mentor in any of the Graduate Division mentoring experiences

REGISTER: grad.uci.edu/services/grc

Click "Academic Courses and Certificate Programs" and complete the interest form

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

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

JOIN US ON SOCIAL MEDIA
BY SEARCHING **@UCIRVINEGD**
#UCIGRADLIFE



www.grad.uci.edu/services/grc

ADVANCED TRAINING BOOT CAMPS



Take advantage of the new boot camp offerings throughout Spring quarter and expand your skill set and network! 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, so book early.

NEW IN SPRING 2017: INTRODUCTION TO IMPROV | THURSDAY, APRIL 20, 12:00 – 2:00 PM

PRESENTER: BRI MCWHORTER, ACTIVATE TO CAPTIVATE. Ready for a more advanced set of public speaking skills? Then you need to try improv! This session will introduce you to basic improvisation techniques and will help you learn to think on your feet with confidence and ease. These skills are critical during a presentation, a meeting, teaching, or while networking.

DISSERTATION BOOT CAMP (DBC) | APRIL 28 – APRIL 30, FRIDAY AND SATURDAY 9:00 AM – 5:00 PM AND SUNDAY, 9:00 AM – 1:00 PM

The DBC is an intensive 3-day writing opportunity for graduate students in the dissertation phase of their program. The DBC helps writers overcome blocks, make significant progress in a short period of time, and develop skills for future academic writing.

START SMART: SALARY NEGOTIATION TRAINING | THURSDAY, MAY 4, 2:00 – 5:00 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.

INTERVIEW SKILLS BOOT CAMP | THURSDAY, MAY 11, 10:00 AM – 4:00 PM

PRESENTER: BRI MCWHORTER, ACTIVATE TO CAPTIVATE

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 with confidence
- Practice effective small talk
- Interview in any setting including with an individual, a panel, during a meal, and on Skype

WRITE-IN | FRIDAY, MAY 12, 9:00 AM – 5:00 PM

This Write-in provides dedicated times 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.

SPECIAL EVENT: SPRING UP! | THURSDAY, MAY 18, 9:00 AM – 5:00 PM

Spring is in the air! Put some pop in your hop by joining us for one full day of activities in the GRC that will renew your energy. Touching on every aspect of your experience; health, professional development, and balance, this day is about total wellness. Drop in or attend a scheduled session – there is something for everyone and no shortage of skill-building, giveaways, and fun! If you missed the Winter Recharge, now is your chance to perk up, pep up, and Spring UP!

NETWORKING AND YOUR PROFESSIONAL BRAND BOOT CAMP | FRIDAY, MAY 19, 11:00 AM – 1:00 PM AND THURSDAY, MAY 25, 3:00 – 5:00 PM | PRESENTER: NEDA MOAYEDI, UCI CAREER CENTER

Building a professional brand opens up the professional and networking opportunities necessary to establish a successful career. In this interactive workshop you will learn how to leave an impactful and meaningful impression with whomever you come in contact with. Focus will be on networking strategies, your brand, and your elevator pitch.

Completion of this Boot Camp is required for those interested in attending the Celebration of Graduate Success.

REGISTER: 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

**JOIN US ON SOCIAL MEDIA
BY SEARCHING @UCIRVINEGD
#UCIGRADLIFE**



www.grad.uci.edu/services/grc

FUNDING

FELLOWSHIP APPLICATION ADVISING HOURS:

Make an appointment with Dr. Sandra Loughlin to discuss your fellowship application questions and receive feedback on your applications.
Call the GRC to book today!



WORKSHOP SCHEDULE

NSF GRFP INFORMATION SESSION

WEDNESDAY, APRIL 19, 12:00 – 1:30 PM

Overview of the National Science Foundation Graduate Research Fellowship Program for prospective applicants.

WRITING THE NSF GRFP STATEMENTS

WEDNESDAY, APRIL 26, 12:00 – 1:30 PM

Tips and advice for writing the research and personal statements that address fellowship review criteria, with a focus on the NSF GRFP.

NSF GRFP REVIEWER PERSPECTIVE

WEDNESDAY, MAY 3, 12:00 – 1:30 PM

Overview of the NSF GRFP application review process and the components that distinguish successful from unsuccessful fellowship applications.

INTRODUCING THE FULBRIGHT U.S. STUDENT PROGRAM OPPORTUNITIES

WEDNESDAY, MAY 17, 12:00 – 1:00 PM

The Fulbright U.S. Student Program provides grants for individually designed student and research projects or English Teaching Assistantships. This informational workshop will cover information about how Fulbright fellowships cover expenses for a year of research or teaching in a foreign country.

REGISTER: 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

JOIN US ON SOCIAL MEDIA
BY SEARCHING @UCIRVINEGD
#UCIGRADLIFE

