

Office & Staff Contact Info

Hours: Mon 8:30am - 7:00pm | Tues, Wed, Thurs, & Fri 8:30am - 5:00pm

Website: www.udc.edu/careerservices

Phone: 202-274-6920 (Van Ness) & 202-274-7236 (Community College)

Email: careerservices@udc.edu

UDC Location: Building 38 | Floor A | Room A22 | Van Ness Campus
4200 Connecticut Avenue NW Washington DC 20008

UDC-CC Location: Building 53 | Room 204 | Community College Campus
801 North Capitol Street NE, Washington DC 20002

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1851



Office Manager (UDC): Vacant

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Employment Outreach Coordinator (UDC): Mrs. LuEllen Conti - M.A.

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Career/Student Dev Counselor (CAS): Dr. Sandra Shands-Strong - Ph.D.

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Career Counselor (CAUSES & SEAS): Ms. Jamie Plesko - M.A.

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Career Counselor (SBPA): Ms. Takisha Wilson - M.A.

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Career Counselor (UDC-CC): Griffin Moore - B.A.

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Director of Career Services (UDC-CC): Mr. Ivan Laney - M.A.

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Director of Career Services (UDC): Mr. Jared E. Moffett - M.Ed.

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Office of Career Services

Division of Student Development and Success

www.udc.edu/careerservices

Career Counseling

Career services are available to you on-campus in the Office of Career Services. A career counselor is assigned to you based on your UDC College or School who can help you with:

- Career Plans
- Career Exploration Assessments
- Careers Events (Workshops & Employment Info Sessions)
- College Majors Information
- Cover Letters
- Employers
- Graduate/Professional/Continuing Ed School
- Internships
- Interview Attire and Clothing
- Interview Mock Role-Plays
- Jobs
- Occupations Information
- Portfolios
- Resumes and Curriculum Vitaes
- CSO System Tech Support



CSO System

Career services are also available to you online through our Career Services Online System. Login to your pre-generated CSO account at: www.udc.edu/careerservices

The screenshot shows the CSO system interface with several callout boxes:

- Create a Resume**: Points to the 'My CSO Account' section.
- Find 1,000's of Employers**: Points to the 'Employers Directory' link.
- Apply for 1,000's of jobs & internships**: Points to the 'Jobs & Internships Board' link.
- Explore Career Info**: Points to the 'Home' page content.
- Register for 100's of events**: Points to the 'Career Events Calendar' link.
- Request an appointment**: Points to the 'Contact Us' link.

Meet With Your Career Counselor Each Year

Freshmen

- ❑ Complete an Initial Intake for Career Services
- ❑ Take Career Exploration Assessments
- ❑ Develop your Career Plans
- ❑ Attend Career Workshops

Sophomores

- ❑ Construct your Resume
- ❑ Construct your Cover Letter
- ❑ Complete your Interview Mock Role-Play
- ❑ Search and Apply for On/Off-Campus Jobs
- ❑ Attend Career Workshops

Juniors

- ❑ Attend the Fall Job and Internship Fair
- ❑ Attend the Spring Career and College Fair
- ❑ Search and Apply for Internships
- ❑ Attend Career Workshops

Seniors

- ❑ Attend the Fall Job and Internship Fair
- ❑ Attend the Spring Career and College Fair
- ❑ Search and Apply for Off-Campus Jobs
- ❑ Complete the CSO Survey