

Location and Hours

The Career Services Center is located in Lubar Hall, Room N203 at 3202 N. Maryland Avenue, Milwaukee, Wisconsin. The Center is open two days per week until 6 p.m. for the convenience of evening students.

Office Hours:

Monday & Tuesday: 9:00 a.m. – 6:00 p.m.
Wednesday – Friday: 9:00 a.m. – 4:30 p.m.

Mailing Address:

Sheldon B. Lubar School of Business
University of Wisconsin–Milwaukee
P.O. Box 742
Milwaukee, WI 53201-0742

Telephone: 414-229-5445

Fax: 414-229-5132

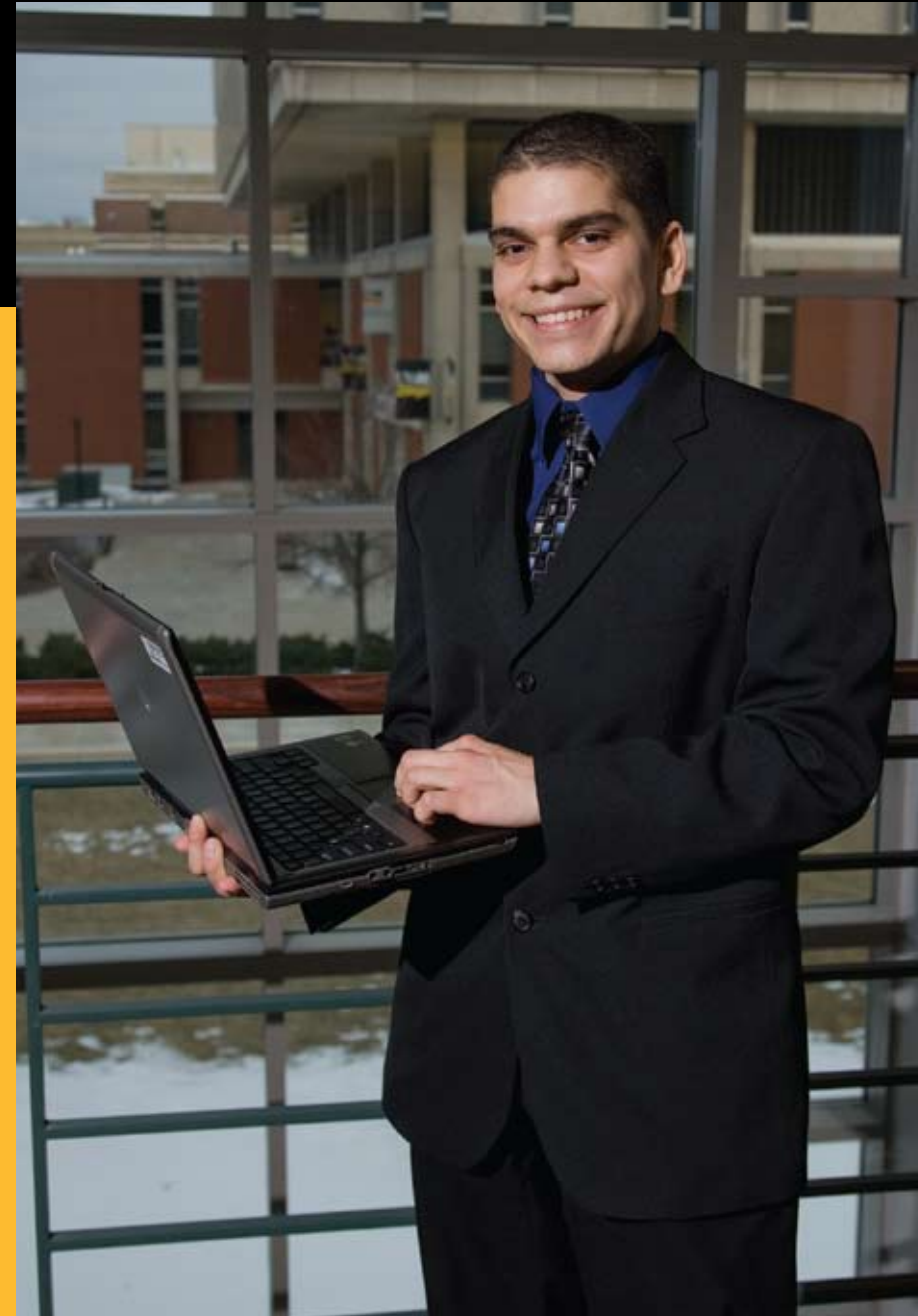
Email: careerserv@uwm.edu



Corporate Recruiters

Many prominent local, national, and international companies recruit students and graduates of the Sheldon B. Lubar School of Business. They include the following:

Actuant	Komisar Brady & Co.
Acuity	KPMG
ALDI, Inc.	LaSalle Bank
Artisan Partners	M&I Bank
Assurant Health	Manpower International
Bank One	Mart Travel
BDO Seidman	Merck & Co.
Bon-Ton Stores, Inc.	Metavante
Brady Corporation	MillerCoors
Briggs & Stratton Corporation	Northwestern Mutual
Chortek & Gottschalk	Pfizer
Charter Steel	PricewaterhouseCoopers
Clifton Gunderson, LLP	Quad/Graphics
CUNA Mutual Group	Robert W. Baird & Co.
Deloitte, LLP	Rockwell Automation
Direct Supply	S.C. Johnson & Sons
Enterprise Rent-A-Car	Schenck Business Solutions
Ernst & Young	Scribner, Cohen & Company
Extendicare Health Services	Stark Investments
Fiserv	Trisept Solutions
GE Healthcare	UMB Fund Services
Grant Thornton	United Government Services
Harley-Davidson	U.S. Bank
Johnson Controls	Virchow, Krause & Co.
Kohler Company	Vrakas, Blum & Co.
Kohl's Department Stores	Wipfli, LLP
Kolb+Co.	



CAREER SERVICES CENTER

“The Career Services Center provided me with the tools and opportunities that helped launch my career. The resume feedback and interview advice helped me obtain a great internship opportunity with SC Johnson, one of *Fortune's* ‘Best 100 Companies to Work For.’ I now work full-time for SC Johnson and utilize the Career Services Center as an employer. As a former student and current employer, I truly appreciate the efforts the department puts forth in placing students with qualified employers.”

Jessie Maldonado

*Home Cleaning Cost Analyst
SC Johnson*



Sheldon B. Lubar
School of Business



Sheldon B. Lubar
School of Business

The Career Services Center at the Sheldon B. Lubar School of Business offers a variety of programs and services to meet the needs of undergraduate and graduate business students as well as alumni of the University of Wisconsin–Milwaukee.

Resume Preparation

You can obtain assistance in preparing your resume through the Career Services Center. This service is available to all business and intended business students on an appointment basis, whether you are seeking an internship or full-time position. Attending a Resume Workshop followed by a scheduled one-on-one appointment is the most efficient process for developing a quality resume. Sample resumes and cover letter guidelines are available upon request.

On Campus Interviews/Resume Referrals

Interview scheduling and resume referrals are handled through a web-based system called PantherJOBS. Through this system, you can post your resume for employers to review, apply for positions, and schedule campus interview times. To register for PantherJOBS, stop by the Career Services Center.

Job Postings

You can find internships, part-time or full-time employment opportunities posted on a Jobs Board outside the Career Services Center. These postings are also available on an internal database accessible to students, and on PantherJOBS. Each posting will include a brief description of the position, qualifications, and application procedures.

Career Fairs

The Sheldon B. Lubar School of Business hosts an annual Business Career Fair in February. The Career Fair offers you the opportunity to meet with employers to discuss internship and full-time employment opportunities and to distribute your resume. Specific career events such as Accounting Night, are offered during the fall semester. In addition university-wide Career Fairs are held in fall and spring. Stop by the Career Services Center for upcoming dates and information on various recruiting events.

Handouts Available

Documentation on starting salaries, typical job titles for business majors, and statistics on past graduating classes are available upon request in the Career Services Center. You can also obtain sample resumes, cover letter guidelines, common interview questions, and listings of past job and internship postings. Additional handouts are available to students regarding upcoming events, workshops, and student organizations.

Job Seeking Skills/Workshops

Attend free workshops throughout the year to help you prepare for internships or full-time employment. Topics covered in the workshops include resume writing, interviewing skills, financial considerations for beginning your career, and how to prepare for career fairs. Workshop dates are announced at the beginning of each semester.

In addition to workshops, an on-line career library called VAULT is offered to all business students. Some of the VAULT features include career guidebooks, company profiles, career advice articles, an internship database, and a video library.

Internships

General Information

Internships provide you with the opportunity to gain relevant and valuable work experience in your chosen field of study while you are enrolled at UW–Milwaukee. A wide variety of paid internship opportunities are available to business students, including full-time summer positions and part-time positions throughout the year. Employers tend to be flexible and are willing to work around your class schedule.

Internships may also qualify for college credit depending on your year in school and major. Students interested in obtaining academic credit for their work experience should consult an advisor for enrollment procedures.

When to apply

Students are generally qualified for internship opportunities after completing one or more courses in their major field of study. You should begin the process of looking for an internship well in advance of graduation, as many employers prefer their interns be available to work for multiple semesters.

How to register

If you are seeking an internship, stop by the Career Services Center to pick up and drop off a completed Data Sheet and sign up for PantherJOBS. There is a one-time registration fee for PantherJOBS and you can reactivate your account each semester until graduation at no additional charge.

Individual Advising Appointments

Career Advisors are available on an appointment basis to assist you with career advising, resume preparation, internship planning, and job-search support. To schedule an appointment, call the Career Services Center.

