

## Liberal Arts Career Services

### What We Do

Liberal Arts Career Services provides a full range of career coaching, recruiting, and career education services to help students prepare for their professional and career goals. We help students translate their education into a world of opportunities.

Our most common career coaching sessions discuss the following topics:

- Getting started - career exploration
- Resume and cover letter writing
- Internship and job searching
- Interview preparation
- Pre-law services and law school admissions

### Who We Serve

All currently enrolled Liberal Arts undergraduate and graduate students in addition to Liberal Arts alumni up to one year after their graduation. Any currently enrolled UT student pursuing law school.

Employers interested in recruiting Liberal Arts talent.

College of Liberal Arts faculty and staff to support their needs and goals in connection with career pathways for students.

### Our Career Management Platform

Handshake serves as the College of Liberal Arts' career management system. Through Handshake, students can make an appointment with a career coach, connect with employers for on-campus recruiting, view job and internship postings, and register for information sessions, presentations, and career fairs.

### Strategic Plan Initiatives

- Early career engagement outreach for first and second year students
- Increasing and elevating employer relationships
- Translating majors into careers and opportunities
- Career exploration workshops for early graduate students, and signaling skills sets through badges, certificates, and portfolios for all graduate students.

## Our Courses

### [Internship Courses](#)

Our internship courses are designed as a complement to the internship experience, providing an academic framework, learning objectives, career research, and an opportunity for personal and professional reflective thought. More about how to create internship courses can be found in our [internship course guide](#).

- LA 320 - Provides upper-division liberal arts elective credit for students who have secured internships
- LA 110 - Provides lower-division liberal arts elective credit for students who have secured internships and whose internship organizations require they be receiving course credit
- LA 011 - 0-credit, tuition-free option for student's whose internships require credit or for students who need employment authorization via course credit

### [Career Courses](#)

- LA 101M - A seminar course designed to expand our services and resources to students in a credit-bearing form. This course provides our students with a 1-hour lower division liberal arts elective credit

## Faculty Engagement Opportunities

- Class visit and presentation from our team (time limit according to your needs)
- Adding specific skills to syllabi to translate career readiness from curriculum
- Liberal Arts Career Services workshop targeted to students in your department
- Reward extra credit to students attending Career Services events and/or attending a career coaching session
- Share our [video link](#) to include in Canvas
- Include slides with overview of services for Canvas modules
- Canvas resource page for students in your department
- Incorporate slides with upcoming career events and opportunities to show at the start of classes

## Our Team

We are made up of 17 full time and graduate student professionals united by a common purpose – to help our students translate their liberal arts education into a world of opportunities.

Our office is located on the second floor of the Flawn Academic Center. We also have staff in Gebauer, Garrison, and the Bernard Rapoport Building. We are here to help, and we encourage you to connect with us. You can find a list of all of our team members on our [Meet Our Team](#) page, but for specific questions, please refer to the list below for the best contacts.

### CAREER COURSES

Tatem Oldham [toldham@austin.utexas.edu](mailto:toldham@austin.utexas.edu)

Hong Tran Escobar [hescobar@austin.utexas.edu](mailto:hescobar@austin.utexas.edu)

### INTERNSHIP COURSE SUPPORT

Jeremy Howell [jhowell@austin.utexas.edu](mailto:jhowell@austin.utexas.edu)

### PRE-LAW SERVICES

Karintha Fenley [karintha.fenley@austin.utexas.edu](mailto:karintha.fenley@austin.utexas.edu)

### GRADUATE STUDENT SUPPORT

Tatem Oldham [toldham@austin.utexas.edu](mailto:toldham@austin.utexas.edu)

Caitlin von Liski [c.vonliski@austin.utexas.edu](mailto:c.vonliski@austin.utexas.edu)

### CAREER COACHING

Caitlin von Liski [c.vonliski@austin.utexas.edu](mailto:c.vonliski@austin.utexas.edu)

Jeremy Howell [jhowell@austin.utexas.edu](mailto:jhowell@austin.utexas.edu)

### EMPLOYER RELATIONS

Jess Arrazolo [jess.arrazolo@austin.utexas.edu](mailto:jess.arrazolo@austin.utexas.edu)

Patty Prado [patty.prado@austin.utexas.edu](mailto:patty.prado@austin.utexas.edu)

### EVENTS

Jess Arrazolo [jess.arrazolo@austin.utexas.edu](mailto:jess.arrazolo@austin.utexas.edu)

Reyna Buitron [rbuitron@austin.utexas.edu](mailto:rbuitron@austin.utexas.edu)

### ECONOMICS CAREER PATHWAYS COORDINATOR

David McBride III [david.mcbrideiii@austin.utexas.edu](mailto:david.mcbrideiii@austin.utexas.edu)

### HUMANITIES CAREER PATHWAYS COORDINATOR (ENGLISH AND HISTORY)

Bo Hee Moon [bohee.moon@austin.utexas.edu](mailto:bohee.moon@austin.utexas.edu)

### MISCELLANEOUS QUESTIONS OR UNSURE WHO TO ASK

Patty Prado [patty.prado@austin.utexas.edu](mailto:patty.prado@austin.utexas.edu)



(512) 471-7900

<https://liberalarts.utexas.edu/career-services/>



liberal\_arts\_career\_services