



The University of Baltimore
Career and Internship Center

@ubaltcic

CAREER BUZZ

September 2022



PUBLIC AFFAIRS Career Community

FROM YOUR CAREER SPECIALIST

Welcome to the Fall 2022 semester. I am Cara Martinez, Career Specialist for the College of Public Affairs here at the Career and Internship Center. I have a B. A. in Human Services and a Master's in Public Administration from the University of Baltimore. I am passionate in impacting the lives of the students of Public Affairs and supporting them on their career journey through mentorship and networking.

Assisting students and alumni in career readiness is what the career and internship center does best. We provide knowledge, resources, and opportunities for employment through UBWorks. Our services include:

- Coaching appointments virtually or in person
- We hold mock interviews
- Templates to build your resume/cover letter and have them reviewed
- Available jobs and internships
- Events and resources
- Career closet
- Headshots
- And other resources

Our guide, the UBalt Career Cycle (<http://www.ubalt.edu/campus-life/career-center/career-services-online/career-cycle/index.cfm>), marks each phase of career success. We recommend the graduate career cycle workbook for those looking for the next step in their careers. We encourage students to create a UBworks account, upload their resume, RSVP for events, schedule appointments, and apply for jobs! Our office supports our students!

HOT JOBS & Internships

Sustainability Manager (Program Manager II)
Maryland Department of Transportation
UBworks ID: 60061

MDOT MAA is currently accepting applications for the position of Sustainability Manager (Program Manager II) within the Office of Environmental Compliance & Sustainability at the Baltimore Washington International Thurgood Marshall Airport (BWI Marshall Airport). The Sustainability Manager supports MDOT MAA's Environmental Mission Statement through the development, coordination, implementation, and management of MDOT MAA's Sustainability Program to meet the goals and objectives outlined in the Sustainability Framework approved by MDOT.

Knowledge Management & Organizational Learning Intern
C40 Cities Climate Leadership Group
UBworks ID: 60048

C40 is a network of nearly 100 mayors of the world's leading cities, who are working to deliver the urgent action needed right now to confront the climate crisis, and create a future where everyone, everywhere can thrive. The internship involves supporting the Head of Knowledge Management to implement all aspects of C40's new Internal Knowledge Management Strategy. The successful candidate will help produce guidance documents, policies and procedures; support knowledge capture and creation; and assist knowledge retrieval, both designing interfaces/UX and individual team requests.

A HELPFUL RESOURCE

Finding information on your career of choice can be a challenge. **O*NET OnLine** is a free database with information on nearly 1,000 occupations, their requirements, and updates within the U.S. economy. According to the National Association of Colleges and Employers (NACE), there are certain skills employers look for during the hiring process that will be beneficial to their team. Skills that are sought after in resumes and trending are problem-solving skills, analytical, and teamwork skills. There are many career opportunities for every major whether it's working in public policy, social and economic issues, programs, and research, and O*Net OnLine has detailed information to help you navigate your options.

onetonline.org

UPCOMING EVENTS

Summer 2023: the FBI Honors Internship Program (HIP) is offering a paid internship program, the posting is open from August 29-September 18, 2022.

From Sept 27-30, 2022, it is Update Your Resume Week; you can upload your resume on UBworks to get it reviewed

The CPA Workplace Excellence Series begins Oct 20! This virtual 4-session series teaches you the skills and tools employers are looking for.

YOUR PHOTO HERE

SCHEDULE YOUR PROFESSIONAL HEADSHOT THROUGH UBWORKS



UBalt Student Center | Room 306
410.837.5440 | careercenter@ubalt.edu
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There is a buzz about your career.

Meet CPA Career Specialist Cara Martinez and learn how UBalt's Career and Internship Center can cultivate your needs for your career.

September 22
@ 10AM, 3PM, & 5PM
Academic Center, Main Floor



Can't make it? Schedule with Cara through UBworks.

