

Guide for Connecting Students to MGA Career Development Resources

SLC 261 (Macon), Sanford 112 (Cochran), Room 1129 (Eastman) | careerservices@mga.edu | mga.edu/ccld

The Center for Career & Leadership Development includes both career development services and student leadership programs for all MGA students. With these resources together in one department, we are focused on helping students develop skills through internships and leadership programs while also providing resources that help them explore and identify the right career opportunities for them. We also teach them how to facilitate a successful job, internship, and graduate school search, which includes helping them learn how to articulate their skills in their resumes, interviews, cover letters, personal statements, and other items related to their specific career path. We also provide networking opportunities to help students make connections with employers and graduate programs.

Career Resource Liaisons

Career advising staff in the Center for Career & Leadership Development (CCLD) are now linked to one or more academic schools to provide focused support for students as well as employers who offer opportunities that align with those majors.

- **Arts & Letters:** Dr. Heather McIntosh, Assistant Director for Internships & Career Readiness heather.mcintosh@mga.edu
- **Aviation:** Ms. Julie Holloway, Career & Employer Development Coordinator, julie.holloway@mga.edu
- **Education & Behavioral Sciences:** Ms. Barneika Williams, Career Advisor, barneika.williams@mga.edu
- **Health & Natural Sciences:** Mrs. Debra Mainor, Career Advisor, debra.mainor@mga.edu
- **Business and Computing:** Ms. Myra Gist, Internship & Career Development Coordinator, myra.gist@mga.edu

Career Resource Liaisons can be a resource in the following ways:

- Appointments with students (virtually & in-person) scheduled via Handshake
- Classroom presentations: resumes, interviewing, job/internship/grad school search, career readiness, LinkedIn, etc.
- Collaborating on a discipline-focused event for students (i.e., mock interviews with employers)
- Developing discipline-focused career materials (i.e., resume samples, interview questions, etc.)
- Providing relevant occupational information to students in your disciplines
- Instructing students on current resume, interviewing, application, networking, and other career trends
- Assisting employers with posting a job or internship to Handshake and reaching students

Promoting Events to Students. We encourage faculty to offer extra credit or require students to attend events. All events are posted on the Knights Life App, which faculty can download or access at mga.presence.io

Annual Events include the Student Leadership Conference and the Student Leadership Challenge and biannual events include the All Industry Career Fair, Nursing Networking Events, Teaching Opportunities Showcase, and the Aviation Career Fair.



Scan to access
resources for
faculty on our
website,

Online Tools

MGA offers online career tools for students at www.mga.edu/careerplanningresources. Key resources include:

- **Stepping Blocks:** Quick and easy personality test with occupational resources.
- **Handshake:** Required for all students who want to use career development services.
- **Big Interview:** Complete a mock interview from anywhere in any discipline plus resume guides.
- **Focus 2:** Expanded career assessments and occupational information. Strongly encouraged for selecting majors.
- **Goinglobal:** International student resource with data on companies applying for H1BVisas.

Knights@Work

- **Internship Program:** To support students who need and want recognition for their non-academic credit internships, CCLD offers CDIE 0999. Students report their internship to the CCLD and receive recognition on their transcript through this tuition free, non-credit opportunity. This program helps students gain professional work experience and explore career options through supervised paid and unpaid work experiences related to their program of study.
- **Career Ready Toolkit:** MGA has a set of steps that will set them up for career success and an easier transition to internships and professional careers. Visit mga.edu/ccld or the second page of this handout to learn more.



Middle Georgia
State University

CENTER FOR CAREER & LEADERSHIP DEVELOPMENT

To schedule career advising appointments, students should go the Career Center section of Handshake or email us at careerservices@mga.edu

Macon: Student Life Center 261 | Cochran: Sanford 112 | Eastman: Terry Coleman 1129
478-471-2714 | careerservices@mga.edu

MEET THE STAFF

 <p>Ms. Barneika Williams Career Advisor</p> <p>Office Location: Macon</p> <p>Liaison Area: Education & Behavioral Sciences</p> <p>barneika.williams@mga.edu</p>	 <p>Dr. Mary Roberts Executive Director, Career & Leadership Development</p> <p>Office Location: Macon</p> <p>mary.roberts3@mga.edu</p>	 <p>Dr. Heather McIntosh Assistant Director for Internships & Career Readiness</p> <p>Office Location: Macon</p> <p>Liaison Area: Arts & Letters</p> <p>heather.mcintosh@mga.edu</p>
 <p>Mrs. Debra Mainor Career Advisor</p> <p>Office Location: Cochran</p> <p>Liaison Area: Health & Natural Sciences</p> <p>debra.mainor@mga.edu</p>	 <p>Ms. Myra Gist Internship & Career Development Coordinator</p> <p>Office Location: Macon</p> <p>Liaison Area: Business and Computing</p> <p>myra.gist@mga.edu</p>	 <p>Mr. Rafael Villamil Coordinator for Student Leadership Programs</p> <p>Office Location: Macon</p> <p>rafael.villamil@mga.edu</p>
 <p>Ms. Julie Holloway Career & Employer Development Coordinator</p> <p>Office Location: Eastman</p> <p>Liaison Area: Aviation</p> <p>julie.holloway@mga.edu</p>		

FAQ

- **Do you help with resumes?**
Yes! We coach students through all aspects of the job application process, including interviews.
- **Do you have job listings?**
Yes! We work with employers who want to hire MGA students for jobs and internships. These opportunities are posted on Handshake at mga.joinhandshake.com.
- **What about campus jobs?**
These are listed through MGA Human Resources. However, we can help with the application process!
- **Can students just drop in?**
Sure, but we can't guarantee that someone will be able to meet with them for more than 5 - 10 minutes. An appointment ensures that a student gets our full attention.
- **How does the Professional Closet Work?**
We have a closet in Macon and Cochran where students can buy lightly used professional attire. Suits are \$5 and most individual pieces are \$3 or less. At our events, we also give out coupons for free items. We take donations at the Macon and Cochran offices. Business suits, shoes, slacks, knee-length skirts, and button down shirts in a modern, professional style are the primary need.
- **How do you decide which employers come to a career fair?**
We invite all employers in the Handshake database and publicly promote our fairs on our website. We also have alumni, faculty, and staff who help make referrals to us - it takes a village to connect our students to new opportunities! Some employers are less likely to recruit at career fairs, so we also coach students on the multiple ways to search for jobs within their industry. Career fairs are just one way to make connections.

KNIGHTS@WORK

CAREER READY TOOLKIT

WWW.MGA.EDU/CCLD

Discover Your *Path*

Handshake Activation
Career Assessments
Career Research

Resumes
Handshake and LinkedIn Profiles
Mock Interviews
Professional Headshots & Work Attire

Communicate Your *Brand*

Build *Connections*

Career Fairs
Student Leadership Conference
Alumni on LinkedIn
Mentors in Your Field

Leadership & Character Programs & Classes
Knights LEAD, Emerging Leaders, iLEAD
Student Leadership Conference

Develop *Leadership Skills*

Gain *Experience*

Internships
Community Service
On and Off Campus Work
Academic Research and Class Projects

Job and Grad School Search
Reflect and Prepare Application Documents
Apply, Interview, and Decide
First Destination Survey (FDS)

Launch Your *Career*



Middle Georgia
State University

CENTER FOR CAREER & LEADERSHIP DEVELOPMENT



Connect with your career advisor on
Handshake for help with these steps.
mga.joinhandshake.com

LIGHT YOUR PATH TO CAREER SUCCESS WITH THE INTERNSHIP READY TOOLKIT



Steppingblocks



Take a Career Test
Discover Career Pathways for Your Major
Learn about Salaries and Job Outlooks

Handshake

Schedule Appointment with Career Resource Liaison
Find Employers and Career Fairs
Apply to Internships and Jobs



Practice Interviewing and Receive AI Feedback
Evaluate and Improve Your Resume



MGA.EDU/CAREERPLANNINGRESOURCES
CAREERSERVICES@MGA.EDU

Light Your Path to Success with Real-World Experience COMPLETE AN INTERNSHIP BEFORE YOU GRADUATE

WORK WITH YOUR CAREER RESOURCE LIAISON TO...

- ✓ Create an internship search plan
- ✓ Develop your resume and LinkedIn profile
- ✓ Practice your interview skills
- ✓ Apply for internships
- ✓ **Start using resources in the Internship Ready Toolkit**



KNIGHTS@WORK INTERNSHIP PROGRAM

GET RECOGNITION FOR COMPLETING AN APPROVED INTERNSHIP

- 1 Report your internship offer to the CCLD by start of semester.
- 2 Register and pay tuition for an academic internship class OR participate in and complete the CCLD's free Knights@Work Program.
- 3 Earn a graduation honor cord for completing the internship experience and program requirements.



MGA.EDU/KNIGHTSATWORK
CAREERSERVICES@MGA.EDU



CAREER & LEADERSHIP



DOWNLOAD HANDSHAKE
FOR THE FULL CALENDAR

WELCOME BACK CALENDAR

**AUGUST
2025**

FINDING A CAMPUS JOB WORKSHOP

AUGUST 18

Two Options: 12:30 P.M OR 3 P.M.

VIRTUAL VIA TEAMS
GET THE LINK ON HANDSHAKE

PART-TIME JOB FAIRS

BRING
YOUR
RESUME

BUSINESS
CASUAL
ATTIRE

AUGUST 19: COCHRAN | GEORGIA HALL

11 A.M.

AUGUST 20: MACON | STUDENT LIFE CENTER

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APPLY FOR ON AND OFF CAMPUS JOBS

2 P.M.

CAREER READY



AUGUST 26 @ 2 P.M. | COCHRAN - SANFORD 112



**REGISTER
BY 8/14**

KNIGHTS LEAD

FIRST-YEAR STUDENT LEADERSHIP PROGRAM

EMERGING LEADERS

UPPER-LEVEL STUDENT LEADERSHIP PROGRAM

LIGHT YOUR PATH AT MGA

- Take a career test.
- Discuss your career plan with a career advisor.
- Sign up for a Student Leadership Program.
- Attend a career fair.

UPCOMING CAREER FAIRS

ALL INDUSTRY CAREER FAIR IN MACON - OCT 7
AVIATION CAREER FAIR IN EASTMAN - OCT 28

Enter to win a

**PROFESSIONAL CLOSET
SHOPPING SPREE**

Scan for details



CAREER & LEADERSHIP

FALL 2025 EVENTS



Middle Georgia
State University

CENTER FOR CAREER & LEADERSHIP DEVELOPMENT



SCAN THE QR CODE TO DOWNLOAD HANDSHAKE FOR THE FULL CALENDAR

MAJORS & MOCKTAILS

Meet the Career Development Team, explore career options, and grab a cool beverage.

SEPTEMBER 9
 COCHRAN
 SANFORD HALL 112

SEPTEMBER 10
 MACON
 SLC 261

VIRTUAL INTERNSHIP SERIES

SEPTEMBER 8 - 11

HEAR FROM EMPLOYERS OFFERING INTERNSHIPS

All sessions will be via Teams. Sign up for the events on Handshake to get the links.

INTERNSHIP ACCESS:

NO MATTER WHERE YOU ARE

Our new search workshop!

SEPTEMBER 12
 10 A.M. OR 4 P.M.
 VIRTUAL VIA TEAMS

CAREER CARNIVAL

September 22
 11 a.m. - 1 p.m.
 Cochran Campus
 In Front of Sanford Hall

GAMES | PRIZES | CAREER INFO

PRACTICE MAKES HIRED: MOCK INTERVIEW DAYS

SEPTEMBER 24: AVIATION IN EASTMAN
SEPTEMBER 25: ALL MAJORS IN MACON

PRE-REGISTRATION REQUIRED

GET FEEDBACK FROM REAL EMPLOYERS

CAREER FAIR PREP ACTIVITIES

Attend Level Up, Resume Review Day, or Professional Checkpoint Day and receive a Professional Closet Coupon for 1 free item.

LEVEL UP: CAREER FAIR CONFIDENCE

SEPTEMBER 30
 11 A.M. - 1 P.M.
 MACON
 SLC LOBBY

PROFESSIONAL CLOSET SALE

50% OFF

OCTOBER 1
 10 A.M. - 4 P.M.
 MACON: SLC 261
 COCHRAN: SANFORD 112

RESUME REVIEW DAY

OCTOBER 1
 10 A.M. - 4 P.M.
 MACON: SLC 261
 COCHRAN: SANFORD 112

AVIATION PROFESSIONAL CHECKPOINT DAY

OCTOBER 15
 10 A.M. - 12:30 P.M.
 EASTMAN
 FLIGHT LOBBY

ALL INDUSTRY CAREER FAIR

JOBS + INTERNSHIPS + GRADUATE SCHOOL

OCTOBER 7
 11 A.M. - 2 P.M. | MACON - PSC 211

AVIATION CAREER FAIR

OCTOBER 28
 11 A.M. - 2 P.M. | EASTMAN - CITY OF EASTMAN ROOM

PREPARE AT A CAREER FAIR PREP EVENT

DRESS FOR SUCCESS

BRING RESUMES

STUDENT & ALUMNI ETIQUETTE DINNER

Learn dining and business etiquette tips.
 Hear from successful MGA grads.
 Enjoy a free, three-course meal.

OCTOBER 29
 5:30 - 7 P.M.
 MACON
 SLC LOBBY

PRE-REGISTER VIA HANDSHAKE

STATEWIDE CAREER FAIR IN ATLANTA | NOVEMBER 4

PRE-REGISTER AT WWW.GACE.ORG

INTERNSHIP EXPLORATION WEEK

GET THE SCOOP ON INTERNSHIPS

NOVEMBER 10
 2 - 4 P.M.
 MACON: SLC 261
 COCHRAN: SANFORD 112

LET'S HEAR IT FROM THE INTERNS: STUDENT PANEL

NOVEMBER 11
 5 - 6 P.M.
 VIRTUAL VIA TEAMS

HOW TO LAND A PSYCHOLOGY INTERNSHIP

NOVEMBER 12
 2 - 3 P.M.
 VIRTUAL VIA TEAMS

FROM THE HANGAR TO THE HIRING DESK ALUMNI PANEL

NOVEMBER 12
 6 - 7 P.M.
 EASTMAN: CITY OF EASTMAN ROOM

INTERNSHIP ACCESS: NO MATTER WHERE YOU ARE

NOVEMBER 13
 10 A.M. AND 4 P.M.
 VIRTUAL VIA TEAMS

Enter to win a **PROFESSIONAL CLOSET SHOPPING SPREE**

Scan for details!

SAVE THE DATE

STUDENT LEADERSHIP CONFERENCE | FEBRUARY 27 | MACON

STUDENT LEADERSHIP CHALLENGE | APRIL 10 | COCHRAN

CAREERSERVICES@MGA.EDU | MGA.EDU/CCLD | MGA.JOINHANDSHAKE.COM
 MACON: SLC 261 | COCHRAN: SANFORD 112 | EASTMAN: TERRY COLEMAN 1129

Light Your Path at MGA
 Explore careers at the career fair,
 and start preparing for internships.