UNIVERSITY OF SOUTHERN CALIFORNIA

School of Policy, Planning, and Development

Career Services Resources

Office of Career Services, School of Policy, Planning, and Development (SPPD)

The Office of Career Services offers an extensive array of programming and recruitment events, as well as numerous career development resources. Most importantly, this office provides SPPD students and alumni assistance in locating internship and job opportunities.

I. Contacts:

- *Office of Career Services*
  RGL 108   (213) 740-0546   (213) 740-7573 (fax)
  - **Tom Kribben** (kribben@usc.edu) – Director of Career Services
  - **Naiery Misserlian** (misserli@usc.edu) – Assistant Director of Career Services
  - **Lisa Luna** (lluna@usc.edu) – Administrative Assistant II, Career Services

- *Field Experts Team*
  - **Rich Callahan** (rcallaha@usc.edu) - Associate Dean, USC State Capital Center and Leadership Programs: advising for *City, County, and State Governments*, Non-Profits, and positions in *Northern California* generally
  - **Sherry Bebitch Jeffe** (jeffe@usc.edu) - Senior Fellow: advising for *Communicating Public Policy*
  - **Virginia Kaser** (kaser@usc.edu) - Director of Career Services, USC State Capital Center: advising for positions in *Northern California*
  - **LaVonna Lewis** (llewis@usc.edu) - Teaching Associate Professor, Master of Health Administration program: advising for *Health Policy and Management*
  - **Richard Little** (rglittle@usc.edu) - Director, Keston Institute: advising for *Civil Infrastructure* and *Local Planning*
  - **Leonard Mitchell** (mitchell@usc.edu) - Executive Director, Center for Economic Development: advising for *Economic Development*
  - **Bob Myrtle** (myrtle@usc.edu) - Professor: advising for *Consulting* and *Non-Profits*
  - **Regina Nordahl** (rnordahl@usc.edu) - Associate Dean: advising for *Human Resources Management*
  - **Bev Perry** (bev.perry@usc.edu) - Associate Director, Bedrosian Center: advising for *Local Government Management, Policy, and Planning*
  - **Carol Rush** (crush@usc.edu) - Associate Dean: advising for *Education Management*
  - **Erroll Southers** (southers@usc.edu) - Adjunct faculty, Associate Director of CREATE, and Chief of Intelligence and Counter-Terrorism of the Los Angeles World Airports Police Department: advising for *National Security* and *Public Safety*

- *Degree Directors*

  For advisement regarding appropriate curriculum choices, please contact:
  - **David Sloane** (dsloane@usc.edu) - *BS*
  - **Mike Nichol** (mnichol@usc.edu) - *MHA & EMHA*
  - **Juliet Musso** (musso_@usc.edu) - *MPA, MPP & PhD - PP&M*
  - **Tridib Banerjee** (tbanerje@usc.edu) - *MPL & PhD – UP&D*
  - **Peter Gordon** (pgordon@usc.edu) - *MRED*
  - **Joyce Mann** (joyceman@usc.edu) - *IPPAM*
  - **Rich Callahan** (rcallaha@usc.edu) - *EML & DPPD*

II. Online Resources: http://www.usc.edu/schools/sppd/careers/jobs/index.html

- *Jobs, Internships, and Fellowships Database*

  Updated daily, this webpage includes announcements for both students and alumni. Positions range from entry-level to senior executive and are available throughout the state and country. A password and username is required for access via a non-USC server. These can be requested at the following link: http://www.usc.edu/schools/sppd/careers/jobs/request_form.html

  - **New job, internship, or fellowship announcements** may be submitted to Career Services by completing the Employer Job Submission online form from the following link: http://www.usc.edu/schools/sppd/careers/jobs/job_submission.html

- *Employment Resources Webpage*

  This lists several sectors, fields, and industries that are relevant to SPPD degree programs. Each category has links to websites of related organizations, governmental departments, and job boards. http://www.usc.edu/schools/sppd/careers/resources/

- *Calendars*

  Updated each semester to reflect our upcoming career-development and recruitment events.
  - **Professional Development Calendar**
    http://www.usc.edu/schools/sppd/careers/calendar/
  - **Recruitment Calendar**
    http://www.usc.edu/schools/sppd/careers/calendar/recruitment.html

III. Print and Other Resources:

- *Career Corner*

  Created as a mini-business center for students, this provides them with a computer, printer, and fax machine to use while searching and applying for internships and/or employment. It is located in RGL 108 and students should make an appointment with Lisa Luna (lluna@usc.edu) if they wish to ensure that these resources will be available when they arrive.

- *Job Search Toolkit and Career Services Guidebook*
  Updated each year, these guides are a collection of resources, programs, and suggestions.
  - **Job Search Toolkit**
    http://www.usc.edu/schools/sppd/private/documents/career_services/tips/Job_Search_Toolkit.pdf
  - **Career Services Guidebook**
    http://www.usc.edu/schools/sppd/private/documents/career_services/tips/Career_Services_Guidebook.pdf

- *Career Services Bulletin Board*
  Located in the Student Lounge (RGL 107), this has announcements regarding upcoming career development opportunities, and supplements information provided in the Career Services Weekly Newsletter.

- *Career Services Weekly Newsletter*
  This weekly newsletter from Career Services contains (1) information regarding our Programming and Recruitment Calendars, (2) other career-development events around campus (such as those at the CPPC), as well as opportunities off-campus, and (3) selected announcements from the Jobs Database. It is distributed via the email list serves and posted to the website below.
  http://www.usc.edu/schools/sppd/careers/newsletter/

- *SPPD Alumni*
  In an effort to help students increase their professional network, Career Services collaborates with Alumni Relations to identify SPPD graduates who are willing to communicate with current students and discuss career-development. Using parameters such as location, degree, and employer, we attempt to match students with alumni who seem best suited to their career goals. Please refer your inquiries to Tom Kribben (kribben@usc.edu) or Naiery Misserlian (misserli@usc.edu).

Career Planning and Placement Center (CPPC)

(213) 740-9111   (213) 740-9104 (fax)   http://careers.usc.edu/

Located in the Student Union, suite 110, this office provides numerous career advisement and development services for students and recent graduates. They also host workshops and recruitment events throughout the semester.

I. Online Resources: http://careers.usc.edu/

- *Calendar of Events*
  This page provides a rotating two-week listing of upcoming events.
  http://careers.usc.edu/eventcalendar/events/

- *ConnectSC*
  This database provides access to jobs and internships exclusively available to USC students and alumni. A user account is required.
  https://www.myinterfase.com/usc/student/secure/ - student login portal
  https://www.myinterfase.com/usc/student/ - alumni login portal

- *CPPC Blog*
  This focuses on work and career issues relevant to the USC community, and serves as a resource to identify local, national, and global trends as they relate to career development.
  http://careers.usc.edu/sc_at_work/

- *CPPC Library*
  A complete bibliography of these materials may be found at the following link:
  http://careers.usc.edu/students/career-library/

- *Handouts and Tip Sheets*
  These PDF materials may be viewed and downloaded from the following link:
  http://careers.usc.edu/students/handouts/

- *Index of Useful Internet Resources*
  This page has links to numerous websites that offer jobs listings, internship opportunities, and/or general career-development information.
  http://careers.usc.edu/students/internet-links/

- *On-Campus Recruiting (OCR)*
  This brings together a variety of CPPC resources to connect currently-enrolled students with employers
  http://careers.usc.edu/students/on-campus-recruiting/

http://careers.usc.edu/students/who-recruits-at-usc/

- *Trojan Network*
  The Trojan Network is a one-of-a-kind resource made up of USC alumni who have volunteered to provide career-related information to current USC students and other alumni. The Career Planning and Placement Center is pleased to provide this valuable networking resource to currently enrolled students as well as alumni who are graduates of degree programs offered by USC worldwide. Students and alumni may receive up to three contacts per month in order to ensure that no one industry is monopolized as well as to prevent inappropriate use of the contact information. The Trojan Network is intended for individual communication of a personal nature and not for commercial purposes.
  https://careers.usc.edu/trojannetwork/

II. Print and Other Resources:

- *CPPC Library*
  These career-development materials may be found in the Student Union, room 110.

- *Cover Letters, Resumes, and Interviewing*
  Students may make an appointment with a Career Advisor or drop-in with quick questions between 12:00pm-3:00pm, Monday-Friday.