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| **Job & Intern Search Advising (Coaching)** | • Kelley admitted students (DA or SA) currently taking classes at IUB  
• Non-Kelley undergrads who complete BUS T175 and enroll in (and then complete) BUS T275 | 1:1 coaching about career exploration and planning (job search, internship search, resumes, interviewing, and salary negotiation) | Available year-round by scheduled appointment. Quick questions can be answered on a drop-in basis at the Help Desk in P100 | UCSO Website: [http://kelley.iu.edu/UCSO/](http://kelley.iu.edu/UCSO/)  
UCSO Email: ucso@indiana.edu  
**Help Desk Phone:** 812-855-2482  
Kelley Connect Login (registered students only): [https://kelley-iucsm.symplicity.com/sso/students/](https://kelley-iucsm.symplicity.com/sso/students/) |
| **Job Search Courses**        | • Kelley majors take the Compass sequence: BUS T175+T275+T375  
• Non-Kelley undergrads can also take BUS T175 + BUS T275 | - Business T175  
- Business T275 (pre-requisite is T175)  
- Business T375 | T175/T275/T375 available Fall, Spring, and Summer | BUS T175 (Kelley Compass I): [http://kelley.iu.edu/CPCS/courses/page12711.cfm?id=37371](http://kelley.iu.edu/CPCS/courses/page12711.cfm?id=37371)  
BUS T275 (Kelley Compass II): [http://kelley.iu.edu/Ugrad/Academics/Curriculum/page39062.html](http://kelley.iu.edu/Ugrad/Academics/Curriculum/page39062.html) |
| **Career Fairs**              | • Current UCSO registrants*  
• Any non-UCSO IUB students interested in business careers | Fairs involve up to 100 employer booths and target key BUS majors | Themed fairs held in September and “all business” fair in Jan | Career Fair dates: [http://www.kelley.iu.edu/UCSO/Recruiters/Events/page40581.html](http://www.kelley.iu.edu/UCSO/Recruiters/Events/page40581.html) |
| **Employer Info Sessions**   | • Current UCSO registrants*  
• Other IUB students by employer invitation only [no Kelley Connect] | Employers present information about their firms and job opportunities | Held at various times throughout the Fall and Spring semesters | [Kelley Connect](http://www.kelley.iu.edu/UCSO/) > Events > Information Sessions |
| **Job Postings**              | • Kelley admitted students (DA or SA) currently taking classes at IUB  
• Non-Kelley undergraduates who complete BUS T175 and enroll in (and subsequently complete) BUS T275 | Job postings are found in the “jobs” tab within Kelley Connect and feature both regular (job board) job postings and applications for on-campus interview (for those who qualify) | New job postings added daily, year round. Applications for on-campus interviews happen during the Fall and Spring semesters only | [Kelley Connect](http://www.kelley.iu.edu/UCSO/) > Jobs > Sort by upcoming “Deadline” or “Date Posted” to see the very latest listings |
| **On-Campus Interviews**     | • Kelley admitted students (DA or SA) currently taking classes at IUB  
• Non-Kelley undergrads who complete BUS T175 and enroll in (and then complete) BUS T275  
• Any non-UCSO IUB student can interview if the recruiter reserves a slot for them to do so | Employers interested in hiring UCOSO students arrange schedules and interview students for jobs and internships at the UCOSO facility, located in Room P100 at 1309 E. 10th Street | Interviews are held primarily during the months of Oct and Nov in the Fall and during Feb and March in the Spring. Initial applications begin in late August | Additional resources for UCOSO students can be found here: [Kelley Connect](http://www.kelley.iu.edu/UCSO/) > Resources > Document Library  
Be sure to check out the “Kelley Career Guide,” “UCSO Student Code of Ethics,” “FAQs,” “Offer & Acceptance Guidelines” and other documents found in this tab!  
A more basic UCOSO FAQ can be found here: [http://www.kelley.iu.edu/UCSO/Students/FAQ/page40578.html](http://www.kelley.iu.edu/UCSO/Students/FAQ/page40578.html) |

*NOTE: To be considered a “UCSO registrant” you must properly register with the UCOSO each semester (update your profile in Kelley Connect), meet all eligibility requirements (including the successful completion of both BUS T175 and BUS T275 on the IUB campus), and maintain at least half-time undergraduate enrollment status at IUB. Students must remain in good standing at all times (i.e., no unethical behavior such as reneges, un-excused missed interviews, etc.). Access restrictions will apply to those who are out-of-town on “study abroad” or engaged in other remote activities that prevent them from being present for on-campus interviews. updated 2/03/15*