

# Center for Career and Academic Advising—NY

See also the [CIA Academic Catalog](#).

The [Center for Career and Academic Advising](#), located in Roth Hall, Room E-255, supports students from their transition to the CIA in their first semester to the launch of their career after graduation. The Career and Academic Advising team is here to assist with the creation of academic and career goals and developing specific plans to achieve them. Each incoming student is assigned a career and academic advisor. Advisors will work with students to develop academic schedules, discuss time-management techniques, and strengthen study skills. In addition, advisors assist students with the creation of résumés, cover letters, portfolios, profiles, blogs, and any number of other means of advertising individual skills and value to potential employers. Career and academic advisors assist students with selecting and preparing for their externship experiences. Advisors also provide assistance with planning for life after graduation, job search strategies, connecting with employers, or continuing education.

## On-Campus Interviewing

Employers recruit on the CIA campus during Career Fairs and throughout the year for both externship and full-time job opportunities. Students should watch for announcements so they can identify employers of interest. Interview sign-ups may be done in person in the Center for Career and Academic Advising. To properly prepare for the interview, be sure to research information about the employer and available opportunities.

When students sign up for an interview, they are making a commitment the CIA considers extremely important. Students need to provide at least 48 hours' notice to cancel an interview appointment, barring extenuating circumstances.