

# **HAVJOBS**

## CAREER SERVICES MANAGER

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Office of Career and Professional Development

Visit



### Sign in

**Log In**  
Please enter your username and password.

**Username**  
(your student id)

  
**Password**

**Register**  
Register for a new account.

[Register >](#)



Students and Alumni:  
Log in, or register, with  
SID# and email address

### Learn More About Career Services Manager

Built from the ground up by career services professionals, CSM enhances how information is shared and processed both within the university and between students and employers. Learn more about CSM's unique features below!

- Resume Builder and Letter Writing Tools**
- Career Events and Job Fairs
- Employer Information Sessions
- Professional Network
- Resource Library
- Jobs and Internships
- Extended Job Search

### Resume Builder and Letter Writing Tools

Create great resumes and cover letters that employers will notice! The Enhanced Resume and Cover Letter Builder provides all the online tools and professional assistance you need to create an unlimited number of cutting edge documents.



Find a variety of 'starter' resumes with various section headers and real-life resume examples. Strengthen your resume with our suggested action words and customizable bullet points.

Preview and select from a wealth of customizable, modern resume layout styles. Upon completion, save your resume as a PDF/Word docs, or generate a web URL for use on business cards.



Contact Us

NEWS FEED

Show Me



ANNOUNCEMENT

Welfare Research and Evaluation Conference (WREC)

You are invited to attend the 16th Annual Welfare Research and Evaluation Conference, sponsored by the Office of Planning, Research and Evaluation in the Administration for Children and Families, U.S. Department of Health and Human Services. The conference will be held May 29 - May 31, 2013, at the Omni Shoreham Hotel in Washington, DC. Registration for the WREC is now open!

[Continue Reading...](#)

[View All Announcements](#)

GETTING STARTED

- [Account Created](#)
- [Personal Profile](#)
- [Academic Profile](#)
- [Privacy Settings](#)
- [Resume](#)

MY SHORTCUTS

- [Document Library](#)
- [My Activity Summary](#)

BUILD A RESUME / COVER LETTER

- [Resume Builder](#)

JOB SEARCH

- [Career Explorer](#)

Once signed in, view main page and begin the "Getting Started" section

Welcome, Calli Bears.

search

My Account

# profile

software by simplicity™

switch to tab view

**Personal** Edit

Complete the following fields: MI, Birthdate, Phone Number

**Calli Bears** 70%  
 calbears@faux.berkeley.edu  
**School Address:** 123 Bear Street Berkeley, California 94720 United States  
**Permanent Address:** 123 Bear Street Berkeley, California 94720 United States  
[View / Edit Account Settings](#)

**Academic** Edit

Complete the following fields: Geographic Preference #1, Geographic Preference #2, Geographic Preference #3

**70%**  
 Management & Planning Major— GPA 3.89  
 Graduate Student, Graduating May 2016 (Masters)

Career Services Management System

Complete your profile with contact, academic, and privacy information. Set your preferences for communication, job highlights and resume books.

Home Profile My Documents Resources Jobs Employers Surveys Events Calendar

Home > Profile > Personal

profile software by simplicity™

Personal Academic Privacy Password/Preferences

Save Changes Save Changes And Continue Reset Form Cancel \* indicates a required field

**COMPLETION STATUS**

**Personal Information**

- Full name
- First Name
- MI
- Last Name
- Birthdate
- Phone Number

**Current Address**

- Street Address
- City
- State/Province
- Zip Code/Postal Code
- Country

**Permanent Address**

- Street Address
- City
- State/Province
- Zip Code/Postal Code
- Country

**Academic Information**

**Privacy**

**Documents**

- 0 documents uploaded

**Student Information**

**Full name\*:** Enter your full name (first mi last).  
 Calli Bears

**First Name:** Calli

**MI:**

**Last Name:** Bears

**Birthdate:**

**Email\*:** calbears@faux.berkeley.edu

**Phone Number:** (###) ###-####

**Current Address\*:** Address

Please provide as much information as possible

**Street Address**  
 Enter the Street Address, using multiple lines if necessary  
 123 Bear Street

**City**  
 Enter the City.  
 Berkeley

**State/Province**

Home Profile My Documents Resources Jobs Employers Surveys Events Calendar


Home > My Documents > Approved Documents


search [ ] [ ] My Account [ ] [ ] [ ]


# resumes

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Approved Documents Pending Documents Resume Builder

 Your document will be reviewed for approval. Please allow 3-5 business days for approval.

 To view PDF files, you may need [Adobe Acrobat Reader](#).

 No records found.

Add New

Career Services Management System

Home Profile My Documents Resources Jobs Employers Surveys Events Calendar


Home > My Documents > Resume Builder

search [ ] [ ] My Account [ ] [ ] [ ]

# resumes

software by simplicity™

Approved Documents Pending Documents Resume Builder

 No records found.

Create New Resume Create New Cover Letter

Career Services Management System [Symlicity Privacy Policy](#)

*Need help starting a resume? Check out the Resume Builder!*

Upload documents like a resume, CV, cover letter, or transcripts.

All uploads are subject to review and approval by the Career & Professional Development Office. Students will be notified via email if documents require editing.

|  |   |   |
|--|---|---|
| <p><b>Industrial Engineer (Outline)</b><br/>Objective<br/>Professional Experience<br/>Education<br/>Skills / Interests</p>   | <p><b>Internship Seeking (Functional Outline)</b><br/>Summary of Skills<br/>Professional Experience<br/>Education</p>   | <p><b>Legal Internship Resume (Outline)</b><br/>Objective<br/>Education<br/>Skills / Abilities<br/>Relevant Experience<br/>Memberships / Associations</p>                             |
| <p>Save And Continue</p> <p><b>Legal Resume (Outline)</b><br/>Objective<br/>Experience / Qualifications<br/>Skills / Areas of Expertise<br/>Education<br/>Accomplishments</p>                      | <p>Save And Continue</p> <p><b>Management (Functional Outline)</b><br/>Objective<br/>Summary of Qualifications<br/>Professional Experience<br/>Education</p>                | <p>Save And Continue</p> <p><b>Marketing (Outline)</b><br/>Objective<br/>Education<br/>Professional Experience<br/>Skills / Abilities</p>   |
| <p>Save And Continue</p> <p><b>Mechanical Engineering (Outline)</b><br/>Objective<br/>Education<br/>Professional Experience<br/>Technical Skills<br/>Certifications<br/>Activities / Honors</p>    | <p>Save And Continue</p> <p><b>Professional Work History</b><br/>Education<br/><a href="#">View Sample</a></p>  | <p>Save And Continue</p> <p><b>Recent Graduate (Functional Outline)</b><br/>Summary of Qualifications<br/>Technical Skills<br/>Professional Experience<br/>Education and Training</p> |
| <p>Save And Continue</p> <p><b>Social Welfare Career Changer</b><br/>PROFILE SUMMARY<br/>EDUCATION &amp; TRAINING<br/>RELEVANT EXPERIENCE<br/>OTHER EXPERIENCE<br/><a href="#">View Sample</a></p> | <p>Save And Continue</p> <p><b>Social Welfare Career Launcher</b><br/>SKILLS/QUALIFICATIONS<br/>EDUCATION<br/>EXPERIENCE<br/>ADDITIONAL<br/><a href="#">View Sample</a></p> | <p>Save And Continue</p> <p><b>Web Designer (Outline)</b><br/>Objective<br/>Professional Experience<br/>Education<br/>Technical Skills</p>  |

The Resume Builder has many samples, including some for Social Welfare.

*It is recommended that when using this function, the Social Welfare options are selected.*

*For assistance, contact CPD.*

# Job Postings

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Keywords

(searches job title, ID, description, and employer name: min. 3 characters)  
See Advanced Search for more search options.

Show Me: **All Job Listings** ▼

Position Type

jobs located within  miles of zip code

U.S. jobs only (maximum 150 miles).



More Options ▼

Search

Clear

**53 results**

Items 1-20 of 53 (Results as of: Wednesday, May 29, 2013 | 2:12 pm)

 View Printable Job List  Save As Excel

SORT BY: **Date Posted** ▼ SHOW **20** ▼ per page Page **1** ▼

## 1. Clinical Coordinator (LCSW or Psychologist)

 **Apply**

JOB DESCRIPTION POSITION: Clinical Coordinator (LCSW or Psychologist) DEPARTMENT: Community Wellness Department REPORTS TO: Clinical Director of Behavioral Health LOCATION: Native American Health Center, Inc. (NAHC) 333 Valencia St, San Francisco WORK HOURS: Full Time, ... [More](#)

Application Deadline: June 28, 2013 Posted: May 29, 2013  
EMPLOYER [Native American Health Center, Inc.](#) POSITION TYPE Full Time  
LOCATION San Francisco, California ID 73

## 2. Youth Licensed Clinical Social Worker

 **Apply**

JOB DESCRIPTION POSITION: Youth Licensed Clinical Social Worker DEPARTMENT: Community Wellness Department/School-Based REPORTS TO: Clinical Director of Behavioral Health LOCATION: Native American Health Center, Inc. 3124 International Blvd., Oakland, CA WORK HOURS: Full Time, 40 ... [More](#)

Application Deadline: June 28, 2013  
EMPLOYER [Native American Health Center, Inc.](#)  
LOCATION Oakland, California

## 3. Assistant Administrator

 **Apply**

Application Deadline: July 24, 2013 Posted: May 24, 2013  
EMPLOYER Self-Help for the Elderly POSITION TYPE Part Time

View and apply for jobs in our network and beyond! Create a search according to your selections and ★ postings or Employers to add to your favorites.

# Job Postings

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## Advanced Search Options

Search Agents [select existing]  save as:

Show Me All Job Listings

Posting Date (last # days)

Keywords

Majors/Concentrations  Check this box to search for records with no Concentration selected  
[select]

Ignores jobs with 'All Majors' selected  yes  no

Position Type [no selection]  
Full Time  
Part Time  
Career / Degreeed  
Off-Campus Student Employment  
Co-op  
Internship / Externship  
Volunteer

Industry Accounting  
Advertising  
Aerospace  
Agriculture  
Architecture / Urban Planning

City

State

Select Clear

## ADVANCED SEARCH INSTRUCTIONS

Please note that keyword search matches whole words by default.

To get partial matches, add an asterisk to your search term: **manage\***

To exclude results which include certain words, prepend them with a minus: **manage\* -weather**

To search for specific phrases, use double quotes: **"store manager"**

Search terms shorter than 3 characters are

Conduct advanced searches of jobs and even view Employer profiles to get more information.

Home > Employer profiles

Employers Favorite Employers Contacts Favorite Contacts

Keywords  Industry

searches employer name, overview and website

More Options Search Clear

Items 1-20 of 57 SORT BY: Organization SHOW [20] per page Page [1]

- A Better Way  
http://www.abetterwayinc.net (Berkeley, CA) Other
- AASK Adopt A Special Kid  
http://www.aask.org (Oakland, CA) Non-Profit/Philanthropy
- Abode Services  
http://www.abodeservices.org (Fremont, CA) Non-Profit/Philanthropy
- Alameda County  
(San Leandro, CA) Government/Public Administration
- Alameda County Behavioral Health Care Services



Home > Surveys

search

## Surveys

Items 1-2 of 2

**Student Activities Survey**  
 Respond from April 09, 2013 to August 22, 2013 Last modified on May 29, 2013

**Graduate Exit Survey**  
 Respond from May 18, 2013 to December 30, 2013 Last modified on May 29, 2013

Career Services Management System

Home > Events > Information Sessions

search

## events

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Career Fairs **Information Sessions** workshops

Keywords

Information Session Type

More Options Search Clear

Items 1-3 of 3 SORT BY: Information Session Start Date/Time SHOW 20 per page

**Institute on Aging**  
 EMPLOYER INFORMATION SESSION September 17, 2013 5:00 pm - 7:00 pm at Lounge  
 RSVP Add To Calendar

**San Francisco Child Abuse Prevention Center**  
 EMPLOYER INFORMATION SESSION October 22, 2013 5:00 pm - 7:00 pm at Lounge  
 RSVP Add To Calendar

RELATED RESOURCES

- Work Life Balance Quiz
- Social Work Abroad Handout
- Skills Packet

HELP & SUPPORT

Send a Question or Comment

Home > Resources > Document Library

search

## resources

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Career Explorer **Document Library** Resume Builder

Type

Youtube Video  yes  no

Tags

Keywords

Searches document name and description.

Apply Search

Items 1-9 of 9 SHOW 20 per page

| Name   | Type         | Size     | Description                   |
|--|--------------|----------|-------------------------------|
| <a href="#">Interview Preparation Handout</a>          |              | 706.7k   |                               |
| <a href="#">Job Choices</a>                            |              | -        | External URL                  |
| <a href="#">NACE Salary Calculator</a>                 |              | -        | NACE Salary Calculator        |
| <a href="#">Skills Packet</a>                          |              | 30.5k    |                               |
| <a href="#">Social Work Abroad Handout</a>             |              | 19.1k    |                               |
| <a href="#">Work Life Balance Quiz</a>                 |              | 86.0k    |                               |
| <a href="#">Fee Remission Eligibility</a>              | External URL | -        |                               |
| <a href="#">Information for Careers in Social Work</a> | Manual       | 2,779.0k | New Career Information Packet |
| <a href="#">Student Interface User Guide</a>           | Manual       | 786.5k   |                               |

Items 1-9 of 9

Check out other features like our Surveys function, Events tab, and Document Library to stay up-to-date on current offerings.

# TIPS FOR USING **HAVJOBS**

- Register using your student ID number and an email address. It is recommended that current students use a Berkeley email, while alumni should switch to a personal email address. (Alumni: to get your SID, contact the Registrar, 510-664-9181).
  - New accounts on *HavJobs* are subject to review and approval. Once approved, registrants must confirm their account. Accounts cannot be accessed until confirmed. (Please check your Spam Folder if you have not received notification).
  - Uploading Cover Letters: just like in a broader job search, cover letters should be tailored to each position. Only one cover letter can be uploaded at a time so make sure to edit and upload your document accordingly.
  - Use a computer with the Adobe Acrobat Reader capabilities.
  - Email [etempleton@berkeley](mailto:etempleton@berkeley) with any questions. All new accounts, inquiries, approvals will be processed within 3-5 business days.
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