

Managing Your Career

UT Dallas Student Affairs

Staff Development

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- Bowling
- Work

“Gotta go to work, gotta make that money!”

Top 20 Reasons Why people stay on the job

- Exciting work and challenge
- Career growth, learning and development
- Working with great people
- Fair pay
- Supportive management/good boss
- Being recognized, valued and respected
- Benefits
- Meaningful work and making a difference
- Pride in organization, its mission
- Great work environment and culture
- Autonomy, creativity, and sense of control
- Flexibility: work hours, dress and so on
- Location
- Job Security and stability
- Diverse, changing work assignments
- Fun on the job
- Being part of a team
- Responsibility
- Loyalty to organization or coworkers
- Inspiring leadership

Let's Talk

- What do you need most from work?
- What makes for a really good day?
- What would you miss if you left this job?
- Talk about a time when you really felt energized at work.

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Are You Ready For A Change?

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Who are You?

- What makes you unique?
- Where's Your Brag Sheet? You'll need it to manage your review

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Move Forward or Moving Up?

5 ways to move:

- Enrichment
- Lateral
- Exploration
- Realignment
- Relocation

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You Have to get Noticed

- Relationship with your supervisor – will they think of you when the position is open?
 - Anticipate change and offer yourself as a solution
- Relationship with coworkers and colleagues?
- What's your reputation?
- Do you have Digital Dirt?

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Google Yourself!!

- Don't believe it? According to a study by ExecuNet, three out of four recruiters conduct Internet searches on candidates -- and one in four has dropped candidates based on the results of the search.
- "Smart hiring managers will always Google their prospective people," says Allison Hemming, president of the Hired Guns, a New York interim-staffing company, in an article on CareerJournal.com.

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Lifelong Learning is required

- What are the trends in Student Affairs? In your area?
- Action Plan
 - Read journals, read the newspaper
 - Take advantage of webinars
 - Additional education
 - What skills do you need for x position? Get what you don't have or you will be useful to the person that they hire.
 - What abilities do you already possess?
 - Who do you have in your network who might open a door for you?
 - What training do you need?
 - Be available – never be irreplaceable

How to be Marketable

- Write or co-author articles in your field for online publications.
- Become an expert.
- Utilize Social Media to create a career marketing portfolio for yourself.
- Take advantage of networking opportunities

How to be Marketable

- Join and make intelligent contributions to online discussion groups in your profession.
- Create a blog. Blogs are the "in" thing these days, and blogs are being created at an amazing rate. Writing a daily/weekly blog that showcases your knowledge and insights is another way to build your online presence.

Your Boss

- **Always make your boss look good**
 - Don't be the source of surprises
 - Give them information that matters
 - Bring solutions with problems
- **Talk to your boss...**
 - 50% of work satisfaction is determined by the relationship with the immediate boss
 - Where are you headed? Ask boss for advice and listen more than you talk.
 - Forward thank-you's to your boss

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Remember...

- The Best Person doesn't always get the job
- Understand RUSH season
- Demonstrate your passion
- Manage your review process
- Get noticed – not about how wonderful you are but who knows it
- Underpromising and Overdelivering
- Volunteer for assignments; write well, speak well, present well

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OPPORTUNITY IS NOWHERE

- OPPORTUNITY IS NOWHERE

Or

- OPPORTUNITY IS NOW HERE

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