

TWU Job Shadowing Program

March 12-16, 2018



Application deadline has been extended to Thursday, February 22, 2018. We still have a few Job Shadowing opportunities available for this program. Completed applications can be turned in to the Career Connections Center (Woodcock Hall / HDB Suite 200) or emailed to jarmijo@twu.edu.

STUDENTS MUST ATTEND AN ORIENTATION SESSION PRIOR TO JOB SHADOWING WEEK.

Name: _____

Phone Number: _____

Email: _____

Major: _____

Completed applications include answers to the following 2 questions and the ranking of interests.

Application Questions (please answer on a different page):

1. Describe the fields/industries you are interested in. What careers are you considering or exploring?
2. Why are you interested in participating in this Job Shadowing opportunity? What benefits do you hope to gain from this experience?

Please **select your top 3 picks** from the list below, and then **rank them from 1 to 3**, based on your interest.

Job Shadowing Opportunity #1		
Rank	Location	Denton, TX
	TWU Alumni / Major	Yes Master of Business Administration
	Host Job Title	HR Manager
	Day(s) hosting	Monday, March 12, 2018
	What can students learn from this host?	HR management (employee relations, labor relations, workforce planning) in a unionized manufacturing facility.

Job Shadowing Opportunity #2		
Rank	Location	Dallas, TX
	TWU Alumni / Major	No N/A
	Host Job Title	Recruiter
	Day(s) hosting	Friday, March 16, 2018
	What can students learn from this host?	Shadow different areas of a Fortune 100 company - marketing, recruiting, training, talent acquisition and financial advising.

Job Shadowing Opportunity #3		
Rank	Location	Frisco, TX
	TWU Alumni / Major	Yes Master of Library Science
	Host Job Title	Youth Services Manager
	Day(s) hosting	Tuesday, March 13, 2018
	What can students learn from this host?	Learn about the library profession as well as programming and resources for youth, caregivers, and families, in an innovative, customer service focused, and busy library.

Job Shadowing Opportunity #4		
Rank	Location	Dallas, TX
	TWU Alumni / Major	No N/A
	Host Job Title	Assistant Director
	Day(s) hosting	Monday, March 12, 2018 Tuesday, March 13, 2018
	What can students learn from this host?	Behind the scenes university recruitment, presentation skills and delivery, managing travel accounts, web pages, and social media pages, and communication plans

TWU Job Shadowing Program
March 12-16, 2018



Job Shadowing Opportunity #5		
Rank	Location	Denton, TX
	TWU Alumni / Major	Yes Master of Library and Information Sciences
	Host Job Title	Health Sciences Librarian - Research
	Day(s) hosting	All week, except Friday, March 16, 2018
	What can students learn from this host?	Learn how to develop effective research questions, perform complex computer queries, webpage design, graphic design, legal services, and health science research.

Job Shadowing Opportunity #6		
Rank	Location	Denton, TX
	TWU Alumni / Major	Yes Bachelor of Business Administration
	Host Job Title	Administrative Coordinator
	Day(s) hosting	All week
	What can students learn from this host?	Administrative functions such as handling office budgets, payroll, and day-to-day operations and finances.

Job Shadowing Opportunity #7		
Rank	Location	Richardson, TX
	TWU Alumni / Major	No N/A
	Host Job Title	Associate Creative Director
	Day(s) hosting	Wednesday, March 14, 2018
	What can students learn from this host?	Understanding a fashion design company and how it functions, attending a weekly product design meeting to informational interviews with key contributors.

We will make our best effort to have you partnered with one of your top three interests. If we are unable to do so, are you open to being matched with a different opportunity?

Yes No

If yes, please list 2 preferred additional ones: _____