



EMORY
GOIZUETA
BUSINESS
SCHOOL

BBA Career Management Center

OVERVIEW OF SERVICES

Where is the Career Management Center (CMC) located?

1300 Clifton Road, Goizueta Business School, Suite 320

Hours: Mon- Fri 9am – 5pm

Phone: 404-727-8106

<http://www.goizueta.emory.edu/degree/undergra.html>

What Services do we offer?

Individual Career Counseling

CMC staff members are available to meet with you year-round, at any point in your Goizueta career. Appointments are available every day, Mon- Friday, including virtual advising.

Virtual Career Advising

Virtual advising is available by appointment, every Wednesday. To set up a virtual advising appointment, email Kim Molee on First Class.

Walk-in Career Advising

No appointment necessary- Go to Suite 320, front desk reception and ask for CMC staff. Walk-in advising is for a maximum of 15 minutes on the following days and times: Monday, Wednesday and Friday, 11am-1pm for general questions.

Access to Companies

By registering with the CMC's web-based recruiting system, Eagle Opportunities (Eagle Ops) you will access full-time jobs, internships, on-campus interview schedules, and employer information. Visit our CMC-BBA First Class conference and our website for more information.

Access to Goizueta Mentors and Alumni

Currently enrolled MBA students serve as mentors to BBA students throughout the semester and recent alumni are available to students through the Goizueta Business School Alumni database.

Take the “Career Leader” Assessment

This online self-assessment is free to BBA students and will give you insight about 25 business careers, including the interests, rewards and abilities associated with each one. Contact the CMC for access.

Practice Interviews with “Interview Stream”

This online mock interview is free to BBA students and will help you to practice interviewing using your computer’s webcam. You may also view career experts via webinars to learn more about interviewing. Contact the CMC for access.

Career Treks

Visit companies in different industries and cities as a way to learn about the variety of companies and career paths open to you.

Junior Seminars

Juniors in the undergraduate BBA program can take part in our informative group sessions and panel discussions geared towards teaching resume writing, interviewing skills, and job search techniques.

Mock Interviews

Students can schedule mock interviews with CMC staff members and receive feedback to help prepare for upcoming interviews.

Career Fairs

During our career fairs throughout the year, employers set up booths on campus and interact with students interested in learning more about their businesses.

Meet with an MBA Career Coach

MBA career coaches will be available to assist students as they navigate the recruiting process. Meet with your career advisor first to determine the best match with an MBA career coach.

Now that I’m in the business school, what resources do I need to check on a frequent basis to stay informed?

BBA TV (Located on the 3rd floor, facing the spiral staircase)
CMC BBA conference (First Class)
BBA Events Calendar (First Class)
BBA11 conference (First Class)
BBA10 conference (First Class)
Eagle Ops (www.career.emory.edu)

How do I make an appointment?

Email any of the staff members below via First Class, or come by Suite 320.

Andy Rabitoy, Director

Andy_Rabitoy@bus.emory.edu

Benita Harris, Program Coordinator

Benita_Harris@bus.emory.edu

Kim Molee, Associate Director
Kim_Molee@bus.emory.edu