Careers Office

[ [Lees Afrikaans](http://www0.sun.ac.za/cscdnew/lang/af/academic-counseling-and-career-developmentakademiese-voorligting-en-loopbaanontwikkeling/careers-officeloopbanekantoor) ]

The staff of the Careers Office aim to:

* Make our students optimally aware of ways in which they can prepare themselves for entering the world of work,
* bring students and potential employers into contact with each other by organising, among others, the Careers Fairs to contribute to the optimal placement of graduate students, and
* keep our resources relevant and up to date.

The Recruitment and Career Development Programme runs annually from the end of July until end of September. During this programme companies conduct employment interviews with students. The aim of the programme is to expose students to the most recent information of the world of work, as well as to develop career development skills.

Students in all year groups get the opportunity to investigate career opportunities and explore the career world. Final year students are also equipped with job-hunting skills.

**Contact:** tel. 021 808-3568 e-mail:[loopbanekantoor@sun.ac.za](mailto:wn@sun.ac.za).

Employers

Contact the Careers Office at (021) 808-3568, e-mail [loopbanekantoor@sun.ac.za](mailto:loopbanekantoor@sun.ac.za) if your company or business wishes to participate in any of the activities of the Careers Office, or wants to recruit students of the University. Registration forms for these activities are available [here](http://www0.sun.ac.za/cscdnew/wp-content/uploads/2013/02/GRP-2013-Eng.doc).

Resource Centre

Information about employers, careers, higher education institutions, and self-help job-seeking skills is avilable at the resource centre during office hours.

This information includes books, encyclopidia, files with career related information, networking, and information about other tertiary institutions in South Africa. A computerised careers based progrmme called the Pace Careers Centre can be accessed from our computers, together with other information about companies. The information in the resource centre provides answers to the following questions: What career opportunities are there for my course? What is the most effective job-seeking strategy? Where can I find work? Where did previous Maties find jobs? What are the advantages of networking, and how do I develop this skill? When and how do I manage my career? What other qualifications will make me more marketable? What do employers look for?

Office Hours: Monday to Friday 08:00-16:30. You do not need an appointment to vist the resource centre.

**Other Resources Available**

* [2014 Evisors Stellenbosch Webinars](http://www0.sun.ac.za/cscdnew/wp-content/uploads/2014/07/2014-Evisors-Stellenbosch-Webinars.pptx)
* [Evisors Recorded Webinars](http://www0.sun.ac.za/cscdnew/wp-content/uploads/2011/05/Evisors-Recorded-Webinars.pdf)

Publications

We issue a publication that contains details of the Graduate Placement and Development Programme, and articles related to career choice and the students’ preparation for the occupational world. This publication is distributed widely on campus. Companies are encouraged to place advertisements in the magazine to heighten awareness of their organisation, even if they will not be participating in the Graduate Placement and Development Programme. The publication date is mostly in July, but the deadline for advertisements to be received by our office is much earlier in the year – please contact our offices to enquire about the exact date.

Maties Careers

Maties Careers is a careers portal that utilises world-class e-recruitment technology to match up graduates and employers. The goal is to facilitate permanent employment, internships and vacation work.

Companies who would like to advertise on this portal can contact the Careers Office, tel 021 808-3568, e-mail [**loopbanekantoor@sun.ac.za**](mailto:loopbanekantoor@sun.ac.za)**.**