



Blazer Briefcase Instructions

CAREER OPPORTUNITIES

Schedule an Appointment with a Career Specialist

1. Log onto **Blazer Briefcase** - <http://www.valdosta.edu/student/student-services/career-services/blazer-briefcase.php>.
2. On the left-hand side of the screen, select the link “**Career Experts.**”
3. Select “**Make Appointment**” next to the individual you wish to schedule an appointment with. Career Specialists are listed on the next page of these instructions according to major. *Please be sure to select the career specialist assigned to you by major.*
4. Select the day and time for your appointment and then click “**Confirm.**”
5. Enter the details for your appointment by filling out all of the required fields (First Name, Last Name, Email, Student ID, Major, Phone Number, and Reason for Appointment (Career Counseling, Resume Review, Job Search, Career Testing, Internship, etc.)), then click “**Schedule Event.**”
6. On the next screen, click “**Add to your Calendar**” to add this appointment to your personal calendar. To cancel or change your appointment, select the appointment from your personal calendar and follow the instructions provided.
7. For additional assistance, please call the Office of Career Opportunities at 229-333-5942.

Upload Your Resume

1. Log onto **Blazer Briefcase** - <http://www.valdosta.edu/student/student-services/career-services/blazer-briefcase.php>.
2. On the left-hand side of the screen, select the link “**My Docs.**”
3. Choose the File, select file type, and include a short description, then click “**Upload File.**”
4. A career specialist will review your resume prior to approving.

If you have additional questions, please contact your career counselor for your major.

Valdosta State University – Office of Career Opportunities

Career Specialists – Office of Career Opportunities

Mr. Darius Anthony – Internship Coordinator dlanthony@valdosta.edu

Co-operative Education, Internships

Mrs. Lynette Hepburn-Richardson – Career Counselor – lmhepburn@valdosta.edu

College of Business Administration

Accounting
Economics
Finance
Healthcare Administration
International Business
Management
Marketing

College of Nursing and Health Sciences

Athletic Training
Dental Hygiene
Exercise Physiology
Nursing

College of Education and Human Services

Communication Disorders (SLP)
Social Work

Mr. Kevin Taylor – Interim Director and Career Counselor – ktaylor@valdosta.edu

College of the Arts

Art
Art Education
Communication Arts (MA)
Dance
Interior Design
Mass Media
Music, Music Education, Music Performance
Speech Communication
Theatre

College of Arts and Sciences (Stem)

Applied Mathematics
Astronomy
Biology
Chemistry
Computer Science
Computer Information Systems
Engineering
Environmental Geoscience
(Geography/Geology)
Mathematics
Physics

Ms. Danielle Sebranek – Career Counselor – dmsebranek@valdosta.edu

College of Arts and Sciences (Liberal Arts)

Criminal Justice
English
French/French Education
History
Interdisciplinary Studies
Legal Assistant Studies
Organizational Leadership
Philosophy
Political Science
Public Administration
Religious Studies
Spanish/Spanish Education
Sociology and Anthropology

College of Education and Human Services

Adult and Career Education
ASL/Interpreting
Deaf/Hard of Hearing
Early Childhood Education
Health and Physical Education
Higher Education Leadership
Human Capital Performance
Instructional Technology
Library and Information Science (MLIS)
Marriage and Family Therapy
Middle Grades Education
Office Administration Technology
Psychology
Reading Education
School Counseling
Secondary Education
Special Education
Workforce Education and Development

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