Office & Staff Contact Info

Hours: Mon 8:30am - 7:00pm | Tues, Wed, Thurs, & Fri 8:30am - 5:00pm
Website: www.udc.edu/careerservices
Phone: 202-274-6920 (Van Ness) & 202-274-7236 (Community College)
Email: careerservices@udc.edu

UDC Location: Building 38 | Floor A | Room A22 | Van Ness Campus
4200 Connecticut Avenue NW Washington DC 20008

UDC-CC Location: Building 53 | Room 204 | Community College Campus
801 North Capitol Street NE, Washington DC 20002

Office Manager (UDC): Vacant
202-274-6920 | Bldg. 38 Rm. A-22 | first.last@udc.edu

Employment Outreach Coordinator (UDC): Mrs. LuEllen Conti - M.A.
202-274-6932 | Bldg. 38 Rm. A-20 | luellen.conti@udc.edu

Career/Student Dev Counselor (CAS): Dr. Sandra Shands-Strong - Ph.D.
202-274-5526 | Bldg. 38 Rm. A-18 | sshandsstrong@udc.edu

Career Counselor (CAUSES & SEAS): Ms. Jamie Plesko - M.A.
202-274-5347 | Bldg. 38 Rm. A-19 | jamie.plesko@udc.edu

Career Counselor (SBPA): Ms. Takisha Wilson - M.A.
202-274-5786 | Bldg. 38 Rm. A-17 | takisha.wilson@udc.edu

Career Counselor (UDC-CC): Griffin Moore - B.A.
202-274-6184 | Bldg. 53 Rm. 204 | griffin.moore@udc.edu

Director of Career Services (UDC-CC): Mr. Ivan Laney - M.A.
202-274-7236 | Bldg. 53 Rm. 204 | ivan.laney@udc.edu

Director of Career Services (UDC): Mr. Jared E. Moffett - M.Ed.
202-274-6858 | Bldg. 38 Rm. A-22A | jared.moffett@udc.edu

Office of Career Services
Division of Student Development and Success
www.udc.edu/careerservices
Career services are available to you on-campus in the Office of Career Services. A career counselor is assigned to you based on your UDC College or School who can help you with:

- Career Plans
- Career Exploration Assessments
- Careers Events (Workshops & Employment Info Sessions)
- College Majors Information
- Cover Letters
- Employers
- Graduate/Professional/Continuing Ed School
- Internships
- Interview Attire and Clothing
- Interview Mock Role-Plays
- Jobs
- Occupations Information
- Portfolios
- Resumes and Curriculum Vitae
- CSO System Tech Support

Career services are also available to you online through our Career Services Online System. Login to your pre-generated CSO account at: www.udc.edu/careerservices

Create a Resume
Find 1,000’s of Employers
Apply for 1,000’s of jobs & internships

Explore Career Info
Register for 100’s of events
Request an appointment

Meet With Your Career Counselor Each Year

**Freshmen**
- Complete an Initial Intake for Career Services
- Take Career Exploration Assessments
- Develop your Career Plans
- Attend Career Workshops

**Sophomores**
- Construct your Resume
- Construct your Cover Letter
- Complete your Interview Mock Role-Play
- Search and Apply for On/Off-Campus Jobs
- Attend Career Workshops

**Juniors**
- Attend the Fall Job and Internship Fair
- Attend the Spring Career and College Fair
- Search and Apply for Internships
- Attend Career Workshops

**Seniors**
- Attend the Fall Job and Internship Fair
- Attend the Spring Career and College Fair
- Search and Apply for Off-Campus Jobs
- Complete the CSO Survey