



## 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

**Ms. Carla Jordan – Internship Coordinator – [cjordan@valdosta.edu](mailto:cjordan@valdosta.edu)**

Co-operative Education, Internships

**Mrs. Tiffany Soma – Career Counselor – [tssoma@valdosta.edu](mailto:tssoma@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

**Mr. Kevin Taylor – Interim Director and Career Counselor – [ktaylor@valdosta.edu](mailto: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

**College of Education and Human Services**

Communication Disorders (SLP)  
Marriage and Family Therapy  
Psychology  
School Counseling

**Mrs. Lynette Hepburn-Richardson – Career Counselor – [lmhepburn@valdosta.edu](mailto:lmhepburn@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)  
Middle Grades Education  
Office Administration Technology  
Reading Education  
Secondary Education  
Social Work  
Special Education  
Workforce Education and Development

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