

STUDENT RESOURCES & SERVICES

Career Advising & Job Search Assistance

Career counselors are available for individual appointments to assist in all aspects of making career decisions and conducting an effective job search.

ColonialTRAK

ColonialTRAK allows eligible students to register online for on-campus and off-campus recruiting and to view announcements for part-time, full-time and internship opportunities posted by the RMU Career Center.

Interview Preparation

Practice interviews are available to sharpen your interviewing skills. These sessions include a videotaped practice interview, personal feedback from a career counselor and a resume review. Students also have the opportunity to participate in a practice interview with employer volunteers on selected interview schedules offered in the spring semester.

Academic Internship Program

Approximately 400 students participate annually in this academic employment learning experience. The Career Center coordinates the program by assisting students through the application and internship search process.

Student Employment Program (SEP)

This program coordinates on-campus and off-campus work-study opportunities. On average, about 500 students work on campus each year in a wide variety of offices and departments. Off campus, students can work with school districts as tutors or mentors and for local non-profit organizations for community service experience. A link to the Student Employment Program (SEP) Online Job Source is featured on the Career Center website.

Focus on Your Future Seminar

This “not quite mandatory but strongly encouraged” program is geared toward seniors preparing for life after college. The program emphasizes how to conduct a successful job search for full-time professional positions. A demonstration of ColonialTRAK is included to provide students with the information needed to participate in the on-campus and off-campus recruiting programs. Further emphasis is also placed on job search communication skills including employment letters, resumes, and interviewing. The seminar will also provide students with information on the graduate school application process.

Career Expo

This annual career fair provides students with the opportunity to meet with approximately 140 employers to discuss full-time and internship employment opportunities and obtain career information. Career Expo 2009 will be held on Thursday, October 1st.

**On-Campus Recruiting
(Preselects)**

Top employers visit Robert Morris University to interview students for internships and full-time professional openings. Students submit resumes online for these preselect schedules and, if selected by the employer, schedule on-campus interviews online through ColonialTRAK.

**Off-Campus Recruiting
(Job Postings)**

Hundreds of employers contact the Career Center each year seeking candidates for a variety of professional positions. These jobs are posted through ColonialTRAK. Interested students submit resumes online and, if selected, are contacted directly by the employer to set up an interview at the employer site.

Career Library

The Career Library, located in the Career Center, contains books, videos, and other resources relevant to researching careers and searching for jobs. Most books may be signed out. Free publications and resources are also available.

Office Location

PPG Industries Career and Leadership Development Center
6001 University Boulevard
Moon Township, PA 15108
Phone (412) 397-3200; Fax (412) 397-2207

Career Center Staff

Kishma DeCastro-Sallis, Director
Beth Miller, Assistant Director
Pam Turner, Career Counselor
Carole Weldon, Career Counselor
Sheila Broman, Coordinator

Office Hours

Monday through Thursday, 8:30 AM - 6:00 PM*
Fridays, 8:30 AM - 5:00 PM
* Fall & Spring semesters while classes are in session;
open 8:30 AM - 5:00 PM during the summer term and final exams