

## ALUMNI RESOURCES & SERVICES

- Career Coaching** Career coaches are available for individual appointments to facilitate the process of conducting an effective job search. Alumni may meet with a career coach three times per academic year.
- Handshake** Handshake allows eligible alumni to register online for on-campus recruiting and to view postings for part-time and full-time positions. (Eligible alumni include those who graduated from a degree, certificate, or diploma-granting program and are in good standing with the University.) Refer to [www.rmu.edu/cpdc](http://www.rmu.edu/cpdc). Click on “Handshake” and then “Instructions for Alumni.”
- Robert Morris University Career Network** This LinkedIn group is managed by the Career and Professional Development Center (CPDC) and provides an opportunity for RMU students, alumni, faculty and staff to connect with each other about career-related topics. Alumni may share career information and advice with students and network with other alumni.  
<http://tinyurl.com/cxqtfk3>
- On-Campus Recruiting** Local and regional employers visit Robert Morris University to interview students and recent alumni for full-time professional openings. Recent alumni include eligible alumni who graduated in the previous academic year. Interested students and recent alumni should follow application instructions on Handshake and, if selected, schedule on-campus interviews online through Handshake.
- Off-Campus Recruiting** Hundreds of employers contact the CPDC each year seeking candidates for a variety of full-time professional positions. These jobs are posted through Handshake. Interested alumni submit resumes online and, if selected, are contacted directly by the employer to set up an interview at the employer site.
- Events** The CPDC sponsors a variety of career fairs, networking events, and job-search related workshops. For details, refer to the CPDC website and the “Events” section of Handshake.
- Vault** Vault is a comprehensive career resource that includes industry and profession overviews; employer rankings and profiles; a job and internship database; career articles, blogs and videos; sample resumes, cover letters and interview questions; and over 100 career guides. Alumni may access Vault through the “Career Center” > “Resources” section of Handshake.
- Office Location** **Career and Professional Development Center**  
6001 University Boulevard Phone (412) 397-6333  
Benjamin Rush Center Fax (412) 397-6326  
Moon Township, PA 15108
- Staff** Kishma DeCastro-Sallis- Director  
Beth Miller- Assistant Director, Career Coach  
Marla Burgess- Student Employment Coordinator, Career Coach  
Ellen Hitchins- Academic Internships and Employer Relations, Career Coach
- Office Hours** Monday through Friday, 8:30 AM - 5:00 PM