

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 . Click on “Handshake” and then “Instructions for Alumni.”
Robert Morris University Career Network http://tinyurl.com/cxqtfk3	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.
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 Marla Burgess, Career Coach/Student Employment Coordinator Ellen Hitchins, Career Coach, Academic Internships and Employer Relations David Munn, Career Coach Carole Weldon, Career Coach
Office Hours	Monday through Friday, 8:30 AM - 5:00 PM