

## STUDENT RESOURCES & SERVICES

### **Career Coaching**

Career coaches are available for individual appointments to facilitate the process of exploring academic major and career options, developing resumes, cover letters and other professional communication tools, and conducting an effective internship or job search.

### **Handshake**

Handshake allows eligible students to register online for on-campus and off-campus recruiting and to view announcements for part-time, internship, and full-time opportunities. (Work-study positions and graduate assistantships are posted in Talent Track, linked to the CPDC website.)

### **Interview Preparation**

Practice interviews are available to sharpen your interviewing skills. These sessions may include a videotaped practice interview, personal feedback from a career coach, and a resume review. Students also have the opportunity to participate in practice interviews with employer volunteers on selected interview schedules offered throughout the academic year. These schedules are posted in the “Jobs” > “On-Campus Interviews” section of Handshake.

### **Robert Morris University Career Network**

This LinkedIn group is managed by the CPDC and provides an opportunity for RMU students, alumni, faculty, and staff to connect with each other about career-related topics. Students may connect with other members to explore career information and learn about specific fields. The CPDC also posts information about career planning, resumes, employment letters, interviewing, job search strategies, networking events, and job fairs.

### **Academic Internship Program (AIP)**

Over 400 students participate annually in this academic work-based learning experience. The CPDC coordinates the program by assisting students through the application and internship search management process.

### **Student Employment Program (SEP)**

This program coordinates on-campus and off-campus work-study opportunities as well as graduate assistantships. Over 600 students work on campus each year in a variety of offices and departments. Off-campus opportunities are available for eligible students to work for approved nonprofit organizations. Student Employment Program positions are posted in Talent Track, linked to the CPDC website.

### **On-Campus Recruiting**

Local and regional employers visit RMU to interview students for internships and full-time professional openings. Opportunities are posted in the “Jobs” > “On-Campus Interviews” section of Handshake. Most opportunities are posted as preselect schedules, for which students follow online application instructions and, if selected by the employer, schedule interview time slots through Handshake. Practice interviews, as well as some internship and full-time opportunities, are posted as open schedules, for which students may sign up for time slots through Handshake on a first-come, first-served basis.

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

Hundreds of employers contact the CPDC each year seeking candidates for part-time jobs, internships, and full-time positions. These jobs are posted through Handshake in the “Jobs” > “Job Search” section.

<b>Events</b>	The CPDC sponsors career fairs and networking events throughout the year. The events provide RMU students and alumni the opportunity to talk with representatives from a variety of organizations and fields. Networking events and job fairs (held locally, nationally, and online) are promoted through the “Events” section of Handshake.
<b>Workshops &amp; Seminars</b>	Throughout the year the CPDC presents programs on career planning and job search-related topics. A list of workshops and seminars is available on the CPDC website and in the “Events” section of Handshake.
<b>Career Resource Guides</b>	Career resource guides are available for most RMU majors. The guides are an excellent starting point for career exploration and include information on sample career options, related professional associations, career and employment websites, relevant student groups, and a selection of internship/full-time employers. The career resource guides are accessible through the CPDC website and in the office.
<b>Tip Sheets</b>	The CPDC offers tip sheets on a variety of career-related topics including everything from resume writing to job search strategies and graduate school planning. The tip sheets are available through the CPDC website and in the office.
<b>Vault</b>	Vault is a comprehensive online career resource that includes industry and profession overviews; rankings and profiles for employers and internship programs; a job and internship database; career articles, blogs and videos; sample resumes, cover letters and interview questions; and over 100 career guides. Students and alumni may access Vault through the CPDC website and through the “Career Center” > “Resources” section of Handshake.
<b>Courses</b>	<p>FYSP1010: Career Exploration &amp; Decision-Making is targeted toward first and second year students who are exploring career options and clarifying goals.</p> <p>FYSP1011: Transitioning from College to Career is geared toward upperclass students who are preparing for the job search and life after college.</p>
<b>Office Location</b>	<p><b>Career and Professional Development Center</b>          6001 University Boulevard                      Phone (412) 397-6333          Benjamin Rush Center                              Fax (412) 397-6326          Moon Township, PA 15108</p>
<b>Staff</b>	<p>Kishma DeCastro-Sallis- Director          Beth Miller- Assistant Director, Career Coach          Marla Burgess- Student Employment Coordinator, Career Coach          Ellen Hitchins- Academic Internships &amp; Employer Relations, Career Coach</p>
<b>Office Hours</b>	Monday through Friday, 8:30 AM - 5:00 PM