

Career Center Responsibilities

- Promote the internship program within the university and to employers.
- Develop and review suitable academic internship positions with the Academic Department Head/Program Director to assure that all learning experiences are appropriate and meet Robert Morris University standards.
- Advise student applicants about the specifics of the internship job search process, including resume, cover letter, interviewing and professional ethics. This process is incorporated into the Freshman Seminar FYSP1000, COSK2230 Professional Communication in the Workplace and specific Internship Workshops.
- Maintain central employer information files. Post internships on ColonialTRAK for students to self-refer resumes.
- Develop job descriptions, collect and disseminate appropriate data for the institution and academic departments and manage standardized employer contracts.
- Host on-campus interviews and arrange off-campus interviews for student internship applicants via ColonialTRAK.
- Facilitate student registration by forwarding placement information to Academic Department Heads for approval and submission of prerequisite waivers.
- Collect and distribute appropriate summary data and reports about the internship program.

Career Center

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