

**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 coach three times per academic year.

**ColonialTRAK**

ColonialTRAK allows eligible alumni to register online for on-campus recruiting and to view postings for part-time and full-time positions. Refer to [www.rmu.edu/careercenter](http://www.rmu.edu/careercenter). Click on "ColonialTRAK" and then "Alumni."

**Robert Morris University  
Career Network**

<http://tinyurl.com/cxqtfk3>

This LinkedIn group is managed by the Career Center 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 current students and network with other alumni. The Career Center also posts information about job search strategies and upcoming events.

**On-Campus Recruiting**

Local and regional employers visit Robert Morris University to interview students and recent alumni for full-time professional openings. Eligible alumni include those who graduated in the previous academic year from a degree, certificate, or diploma-granting program and are in good standing with the University. Interested students and recent alumni submit resumes online and, if selected, schedule on-campus interviews online through ColonialTRAK.

**Off-Campus Recruiting**

Hundreds of employers contact the Career Center each year seeking candidates for a variety of full-time professional positions. These jobs are posted through ColonialTRAK. 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 Career Center sponsors one career fair each semester as well as a variety of networking events and job-search related workshops throughout the year. For details, refer to the "Events" section of ColonialTRAK.

**Office Location****Career Center**

6001 University Boulevard  
Benjamin Rush Center  
Moon Township, PA 15108

Phone (412) 397-6333

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**Career Center Staff**

Kishma DeCastro-Sallis, Director  
Beth Miller, Assistant Director  
Debra Ignelzi, Career Coach for Online Students  
David Munn, Career Coach  
Carole Weldon, Career Coach  
Sheila Broman, Coordinator- Internships & On-Campus Recruiting  
Marla Burgess, Secretary II

**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, spring break, and final exams