

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.

ColonialTRAK

ColonialTRAK allows eligible students to register online for on-campus and off-campus recruiting and to view announcements for part-time, work-study, internship, full-time and graduate assistantship opportunities.

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 "On-Campus Interviews" section of ColonialTRAK.

CareerSpots

This resource provides 24-hour access to 20 videos on job search-related topics. It also provides access to the Career Channel that features informational videos on 550 careers. CareerSpots can be accessed through links on the Career Center website and in ColonialTRAK.

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. Students may connect with other members to explore career information and learn about specific fields. The Career Center also posts information about career planning, resumes, employment letters, interviewing, job search strategies, networking events and job fairs.

Academic Internship Program (AIP)

Over 300 students participate annually in this academic employment learning experience. The Career Center coordinates the program by assisting students through the application and internship search 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 wide variety of offices and departments. Off campus, eligible students can work with school districts as tutors or mentors and for local nonprofit organizations for community service experience. Student Employment Program positions are posted in ColonialTRAK.

Career Fairs

The Career Center sponsors one career fair each semester: the Career Expo in the fall and the Spring Career Fair. RMU students and alumni have the opportunity to meet with employers to discuss part-time jobs, internships and full-time positions, as well as graduate school representatives to explore graduate school options.

Workshops & Seminars

The Career Center sponsors programs throughout the year on a variety of career planning and job search-related topics. A calendar of events is posted on the Career Center website.

Networking Events

The office sponsors and co-sponsors several networking events each year that provide students the opportunity to talk with representatives from a variety of organizations and fields. Networking events and job fairs (held locally and nationally) are promoted through the “Events” section of ColonialTRAK.

**On-Campus Recruiting
(Preselects)**

Local and regional employers visit Robert Morris University to interview students for internships and full-time professional openings. Opportunities are posted in the “On-Campus Interviews” section of ColonialTRAK. Most opportunities are posted as preselect schedules, for which students submit resumes online and, if selected by the employer, schedule interview time slots through ColonialTRAK. Practice interviews and some full-time opportunities are posted as open schedules, for which students may sign up for time slots through ColonialTRAK on a first-come, first-served basis.

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

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

Career Library

The Career Library, located in the Career Center, contains books and other resources relevant to researching careers and searching for jobs. Most books may be signed out. Free publications and resources are also available.

Courses

FYSP1010: Career Exploration & Decision-Making is targeted toward first and second year students who are exploring career options and clarifying goals.

FYSP1011: Transitioning from College to Career is geared toward upperclass students who are preparing for the job search and life after college.

Office Location

Career Center
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Benjamin Rush Center
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Career Center Staff

Kishma DeCastro-Sallis, Director
Beth Miller, Assistant Director
Marla Burgess, Career Coach/Student Employment Coordinator
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David Munn, Career Coach
Carole Weldon, Career Coach
Sheila Broman, Coordinator- Internships & On-Campus Recruiting

Office Hours

Monday through Friday, 8:30 AM - 5:00 PM*

* Extended service hours may be available. Please contact the Career Center for information.