

**ALUMNI RESOURCES & SERVICES****Career Advising &  
Job Search Assistance**

Career counselors are available for individual appointments to assist in all aspects of making career decisions and conducting an effective job search. Alumni may meet with a counselor three times per academic year.

**ColonialTRAK**

ColonialTRAK allows eligible alumni to register online for on-campus and off-campus recruiting and to view postings for part-time and full-time positions. Registration requires the use of your Freedom Card number. If you no longer have your card, please refer to the Career Center portion of the University website ([www.rmu.edu/careercenter](http://www.rmu.edu/careercenter)), click on "Alumni," then select "What if I Don't Have a Freedom Card Number?" Complete the online form and click "submit." Your Freedom Card number will be emailed to you.

ColonialTRAK also provides alumni access to jobs posted nationally by employers through MonsterTRAK.

**On-Campus Recruiting**

Top employers visit Robert Morris University to interview students and recent alumni for internships and 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.

**Career Expo**

This annual career fair provides students and alumni the opportunity to meet with employers to discuss employment opportunities.

**Career Library**

The Career Library contains hundreds of books, videos, and other resources relevant to researching careers and searching for jobs.

**Reciprocal Services**

Some colleges may allow RMU alumni to have limited access to their career centers in exchange for our office providing access to their alumni. You may ask our office to send a letter requesting reciprocal services to a college or university career center of your choice.

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

6001 University Boulevard  
Moon Township, PA 15108

Phone (412) 397-3200

Fax (412) 397-2207

**Career Center Staff**

Kishma DeCastro-Sallis, Director  
Beth Miller, Assistant Director  
Stacy Dempsey, Career Counselor  
David Munn, Career Counselor

Carole Weldon, Career Counselor  
Sheila Broman, Coordinator  
Marla Burgess, Secretary

**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 and final exams