

## **STUDENT 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.

### **ColonialTRAK**

ColonialTRAK allows eligible students to register online for on-campus and off-campus recruiting and to view announcements for part-time, full-time, work-study, and internship opportunities posted by the RMU Career Center.

### **ColonialTRAK Career Network (CCN)**

CCN is a networking database comprised of RMU alumni, employers, faculty and staff who have volunteered to offer career information and job search advice. Students and alumni may access CCN through the "Networking Contacts" button on the ColonialTRAK main menu bar.

### **Interview Preparation**

Practice interviews are available to sharpen your interviewing skills. These sessions include a videotaped practice interview, personal feedback from a career counselor and a resume review. Students also have the opportunity to participate in a practice interview with employer volunteers on selected interview schedules offered throughout the academic year.

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

Over 200 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. On average, about 500 students work on campus each year in a wide variety of offices and departments. Off campus, students can work with school districts as tutors or mentors and for local non-profit organizations for community service experience. Job listings are featured on ColonialTRAK, which is available on the Career Center website.

### **Focus on Your Future Seminar**

This "not quite mandatory but strongly encouraged" program is geared toward seniors preparing for life after college. The program emphasizes how to conduct a successful job search for full-time professional positions. A demonstration of ColonialTRAK is included to provide students with the information needed to participate in the on-campus and off-campus recruiting programs. Further emphasis is also placed on job search communication skills including employment letters, resumes, and interviewing. The seminar will also provide students with information on the graduate school application process.

### **Career Expo**

This annual career fair provides students with the opportunity to meet with employers to discuss full-time and internship employment opportunities and obtain career information. The event typically attracts over 100 employers.

**On-Campus Recruiting  
(Preselects)**

Top employers visit Robert Morris University to interview students for internships and full-time professional openings. Students submit resumes online for these preselect schedules and, if selected by the employer, schedule on-campus interviews online through ColonialTRAK.

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

Hundreds of employers contact the Career Center each year seeking candidates for a variety of professional positions. These jobs are posted through ColonialTRAK in the “Job Search” section. Some employers opt to allow students to submit a resume directly through ColonialTRAK, while other employers specify alternate instructions in the “Application Instructions” portion of the posting.

**Career Library**

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

**Office Location**

**PPG Industries Career and Leadership Development Center**  
6001 University Boulevard  
Patrick Henry Center  
Moon Township, PA 15108  
Phone (412) 397-6333  
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- Internships & On-Campus Recruiting  
Marla Burgess, Secretary

**Office Hours**

Monday through Thursday, 8:30 AM - 6:00 PM\*  
Friday, 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