

## Career & Professional Development Center Services

<b>Office Hours</b>	Monday – Thursday, 8:30 am – 6:00 pm Friday, 8:30 am – 5:00 pm (Monday – Friday, 8:30 am – 5:00 pm when classes are not in session)
<b>Walk-In Hours</b>	Wednesday, 2:00 pm – 4:00 pm when classes are in session
<b>TartanTRAK Walk-In Hours</b>	Monday, Wednesday, Thursday 4:30 pm – 5:30 pm when classes are in session
<b>Appointments</b>	Call (412) 268-2064 to schedule an individual appointment

### Career & Professional Development Center Administration

[www.cmu.edu/career/](http://www.cmu.edu/career/)

<i>Robert Murphy</i>	Director
<i>Karen Neumeyer</i>	Administrative Coordinator
<i>Martha Puzio</i>	Receptionist

### Services and Resources

<i>Sharon Glover</i>	Administrative Assistant
<i>Janet Vojtash</i>	Administrative Assistant

### Employer Relations & Recruiting

<i>Judi Mancuso</i>	Associate Director
<i>Maureen May</i>	Assistant Director, Employer Relations
<i>Rebecca Florey</i>	Recruiting & Events Coordinator
<i>Judy Ellgass</i>	Employer Relations Liaison
<i>Gerry Marnell</i>	Campus Recruiting Liaison

### Student Employment

[www.cmu.edu/studentemployment](http://www.cmu.edu/studentemployment)

<i>Pati Kravetz</i>	Director of Student Employment
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### College Specific Information

College	Web Site and Career Consultant(s)
College of Engineering - CIT	<a href="http://www.cmu.edu/career/cit">www.cmu.edu/career/cit</a> <i>Lisa Dickter &amp; Carol Young</i>
College of Fine Arts - CFA (also BHA, BSA)	<a href="http://www.cmu.edu/career/cfa">www.cmu.edu/career/cfa</a> <i>Sonjala Allen &amp; Elaine Stolick</i>
Humanities & Social Sciences - H&SS (also SHS)	<a href="http://www.hss.cmu.edu/careers">www.hss.cmu.edu/careers</a> <i>Debra Ignelzi &amp; Ray Mizgorski</i>
Information Networking Institute - INI	<a href="http://www.ini.cmu.edu/">www.ini.cmu.edu/</a> <i>Jennifer Burkett</i>
Mellon College of Science - MCS	<a href="http://www.cmu.edu/career/mcs">www.cmu.edu/career/mcs</a> <i>Renée Starek</i>
School of Computer Science - SCS	<a href="http://www.cmu.edu/career/scs">www.cmu.edu/career/scs</a> <i>Kevin Collins</i>
Heinz College-School of Information Systems Management	<a href="http://www.mism.cmu.edu">www.mism.cmu.edu</a> <i>Ron Delfine &amp; Susan Timko</i>
Tepper School of Business Undergraduates - TSB	<a href="http://www.tepper.cmu.edu/">www.tepper.cmu.edu/</a> <i>Jennifer Frick</i>

## Services and Resources

**Career Counseling** - Consultants are available for individual appointments to assist in all aspects of the career planning process. The Myers-Briggs Type Indicator and Strong Interest Inventory are assessments designed to make you aware of your interests and strengths and how they relate to a wide variety of career options.

**Employment Advising** - Consultants are available to assist in all aspects of conducting an effective job search. Resume and cover letter review is provided, along with interview assistance.

**Career Workshops** - The Career & Professional Development Center sponsors or participates in a variety of career workshops and programs. Career opportunities programs, resume preparation, interviewing skills, cover letter writing, job search strategies, and other topics are scheduled throughout the year.

**TartanTRAK** - By accessing **TartanTRAK** through the Career & Professional Development Center web home page at: [www.cmu.edu/career/tartantrak](http://www.cmu.edu/career/tartantrak) you will be able to:

- receive targeted emails about Career & Professional Development Center services, workshops, and events
- participate in campus interviews for internships, full-time jobs, and mock interviews
- learn about Employer Information Sessions being held on campus
- search for internships, part-time, and full-time job openings
- search for student positions that are both work study and non-work study

**Presentations and Job Fairs** - Representatives from companies and organizations conduct receptions and information sessions on campus throughout the year to promote opportunities for students. Several Career Fairs occur both on and off campus during the year, starting in September. [www.cmu.edu/career/events/](http://www.cmu.edu/career/events/)

**The Career & Professional Development Center Library** - The Career & Professional Development Center Library contains books and resources relevant to choosing majors, researching careers, searching for jobs, and applying to graduate school. There are also free publications and resources available for you to take.

**The Business Center** - The Business Center contains a typewriter and computer available for student use to access email, the internet and TartanTRAK. A fax machine is also available for faxing career-related documents. A calling card is necessary to use the fax machine.

**Student Employment** - The Career & Professional Development Center coordinates the posting of employment opportunities available on campus to all students. This includes federal and community service work-study funded and non-work-study positions.

**Online Student Employment Training** - Learn what you need to know to work on campus, from the basics of business etiquette to the essentials of being paid on time. The online orientation, [http://www.studentaffairs.cmu.edu/career/campus\\_employment/NSEO/index.htm](http://www.studentaffairs.cmu.edu/career/campus_employment/NSEO/index.htm) , is a handy reference and your introduction to a new way of thinking about the professional development opportunities on campus.

**On-Campus Recruiting Program** - On-Campus recruiting brings hundreds of recruiters to Carnegie Mellon to interview students for professional openings and summer internships.

**CareerSearch** - This database includes directory information on over 4 million companies. It speeds up the employer research process by allowing students to search for employer information by type of industry and geographic location. Current students can access CareerSearch from their own computer, through WebISO, using this web link: [www.cmu.edu/career/careersearch](http://www.cmu.edu/career/careersearch)

**Graduate School Advising** - As a supplement to faculty advising, the Career & Professional Development Center maintains library resources, presents workshops on graduate school, coordinates the Graduate School Series each fall, and assists students with the application process. The Career & Professional Development Center also has a Career Success Guide information sheet on Graduate Testing Resources which contains basic information and websites for the GRE, LSAT, MCAT, GMAT, and TOEFL exams.

**Credential Services** - The Career & Professional Development Center works with Interfolio to maintain and transmit letters of recommendation, which can support your candidacy for graduate school or employment. For online information about Interfolio go to, [http://www.studentaffairs.cmu.edu/career/students\\_alumni/successguides/pdf/credential-services-interfolio.pdf](http://www.studentaffairs.cmu.edu/career/students_alumni/successguides/pdf/credential-services-interfolio.pdf)