



Faculty Guide to the Career Development Center

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Our mission is to educate students and alumni to actively develop and implement their academic and professional goals. In addition, we work to cultivate employer relations so that students/alumni have access to internship, job, and networking opportunities. Partnering with academic affairs is a critical element to achieving this mission.

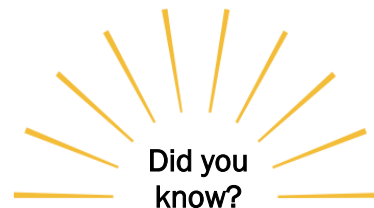
Encouraging Utilization of CDC Resources

Faculty are invaluable influencers for our students' career development process. Encourage students to connect with the CDC in-person or online for assistance with:

- Exploring (or changing) majors at WCU
- Researching and discovering career options
- Searching for jobs and internships
- Connecting with employers and alumni
- Interviewing Techniques (in-person mock interviews available)
- Resume and cover letter creation and development
- Graduate school application process

Students can connect with us through:

- 30 minute, one-on-one appointments
- Drop-in hours are 1:00 to 3:00 pm weekdays, no appointment needed for 15-minute assistance
- CDC website which hosts a large variety of resources (for both students and faculty)
- Classroom presentations, faculty can request these through our online form



Each academic college has a designated liaison in the office. Contact the appropriate liaison by visiting the faculty section of our [website](#).

Handshake: One-Stop Career Management Platform



Using WCU single sign on, students can access Handshake for an array of resources including:

- Schedule appointments
- Upload resumes for review
- Search & apply for jobs or internships
- Learn about upcoming events
- Ask career questions to the online community

Fostering Employer Connections

RECORD SETTING: 132 employers connected with over 650 students at Spring 2019 Career Fair

Alumni & Employer Career Events

We collaborate with academic departments to:

- Coordinate career panels to explore options within majors
- Create networking events tailored toward specific industry clusters
- Market the Job & Internship Fair (held Fall & Spring)

Career Information & Employment Trends

We are happy to share data and resources for use when advising students. Our staff stays up to date with current information related to:

- Skills employers seek from new hires, graduating students and interns
- Hiring trends, salary information, and more

Strengthening Employer Relations & Sharing Opportunities

Our office is a central location for employers to promote opportunities and connect with students. We have worked with departments to:

- Engage employers in meetings with faculty or departmental presentations.
- Develop relationships with organizations of interest to students.
- Meet with employers interested in recruiting at WCU and discuss how to promote their organization and opportunities on-campus.

On the Horizon from the CDC

First Destination Survey Collection

The Career Development Center works to collect student post-graduation career outcomes via the First Destination Survey (FDS). We communicate with faculty in this process to help increase our knowledge rate and appreciate any information you can provide regarding where our students are after graduation.

Introducing RamNation (Spring 2019)

RamNation is an online platform that will allow students to connect with WCU alumni for mentorship, job shadowing, mock interviews, and an assortment of other opportunities. Summer and Fall 2019 will be spent recruiting alumni for the database. We will communicate with faculty all updates on the platform including the full launch date.

Questions? Contact us at cdc@wcupa.edu or 610-436-2501
Visit wcupa.edu/cdc for a **semester Events**