

# THE CAREER CENTER

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Hours: Monday – Friday, 8:45 a.m. - 4:45 p.m.

Email: [careers@shu.edu](mailto:careers@shu.edu)

Website: Career Center (<https://www.shu.edu/career-center/>)

The Career Center places a strong emphasis on engaging students in the process of career development and self-assessment in their college experience. Seton Hall students are supported by an integrated career development plan which includes career assessment, career advising/coaching, internships, mentoring, and networking and recruiting activities. Career Center professionals provide personalized career advising assistance to support students in preparing and securing internships as well as professional employment upon graduation.

## Career-based Experiential Learning

Career-based Experiential Learning at Seton Hall University provides out-of-the-classroom education in pre-professional experiences. Career-based programs include internships, field experiences, practica, and clinical and student teaching assignments.

The Career Center supports students' preparation for all career-based Experiential Learning programs and manages the University Internship Program for the College of Arts and Sciences, the College of Human Development, Culture, and Media, and the Stillman School of Business.

## Internships

Seton Hall's Internship program integrates substantive work experience with intentional learning and academic goals. All internships are approved and monitored. Career Center professionals work closely with employers to ensure that students have meaningful learning and work experience.

Internship experiences help students to focus on career choices, hone professional skills, clarify work values, and gain confidence in their post-graduation pursuits. Students can work 15-40 hours per week and earn money to offset educational expenses. Internships can be paid or non-paid and credit-bearing or non-credit bearing. Graduating students who have participated in an Internship often report that they received a full-time professional offer from their intern employer.

Students who elect to earn academic credit for their internship experience must obtain approval from an internship faculty advisor. Internship faculty advisors work closely with the Career Center to help students articulate learning objectives and evaluate and grade the academic component of the experience. Students are asked to reflect on what was learned during the internship. Academic departments may have additional requirements for credit-bearing internships.

Students not interested in obtaining academic credit for the experience will work closely with a career adviser from the Career Center. Students interested in obtaining an internship should make an appointment with an adviser at the Career Center.

## Career Counseling and Assessment

National trends indicate that between seventy and eighty percent of college students will change their academic major at least once. Career assessments, such as MYPlan, Strong Interest Inventory, Myers-Briggs

Type Indicator (MBTI), and other online tools offer students insights into how one's interests, personality, values, and motivations impact academic and lifelong career goals and decisions.

## Career Workshops

Each year, more than 2,000 students and alumni attend career education seminars. These hands-on workshops help students prepare for their internship and professional career searches or the graduate school application process. Workshops include resume and cover letter writing, interviewing techniques, preparing personal/career statements, using social media to network, and tips on networking and negotiating an offer.

## Employer/Alumni Networking Events

The Career Center has forged strong partnerships with hiring employer organizations that specifically recruit Seton Hall students and alumni. Each year, hundreds of organizations attend on-campus career networking events, and/or recruit students and alumni for internship and full-time professional opportunities. Employers and alumni serve as career mentors and participate in networking events and on-campus interviewing throughout the year to identify talent for their organizations.

Career events target specific industry areas and include the Finance Networking Forum, the Media, Sports, & Marketing Networking Forum, the Education Career Fair, the Science and Healthcare Professions Networking Forum, and the Nursing Recruiting Forum. The Career Center also hosts two large all-industry career fairs and participates in the annual Big East Sports & Entertainment Networking Event in New York City. In addition, The Career Center offers employer site visits for students to explore potential careers and build their network.

## Online Career Resources

The Career Center's online system provides access to employment postings (i.e., internships, fellowships, part-time jobs, and full-time professional employment opportunities). The Handshake tab within PirateNet offers access to this system. Other career tools and services can be found within PirateNet and on the Career Center's homepage (<https://www.shu.edu/career-center/>), including Candid Careers, Liquid Compass, Big Interview, and the "Career Guide." Students also have access to career resources to help them prepare their resumes as well as develop interview and networking skills.

## Alumni

The Career Center provides career transition guidance to alumni and invites their involvement in professional networking events. As members of the Seton Hall University community, alumni stay involved by serving as industry experts at various career forums and recruiting students for internships and full-time professional employment opportunities. The Career Center team also offers alumni an opportunity to stay connected to students and fellow alumni by serving as career mentors.