



Office of Career Development

SALVE REGINA UNIVERSITY MISSION STATEMENT

As a community that welcomes people of all beliefs, Salve Regina University, a Catholic institution founded by the Sisters of Mercy, encourages students to pursue meaningful work that contributes to a world that is harmonious, just, and merciful.

ACADEMIC DISCIPLINES

Rooted in the Catholic liberal arts tradition, our academic programs create opportunities for students to explore and expand their potential. Offerings include more than 40 undergraduate majors, 13 master's degree programs and two doctoral programs. Many areas of study also provide options for undergraduate minors and graduate certificates. For more information about areas of student study, please visit www.salve.edu.

UNDERGRADUATE STUDENT PROFILE

2180 Undergraduate Students

34 % Male

66% Female

Students hail from 36 states and 26 nations

OFFICE OF CAREER DEVELOPMENT MISSION STATEMENT

The Office of Career Development guides and empowers students to discover their strengths and talents, helping them articulate their interests and experiences to create a positive and lasting impact on the world.

OVERVIEW OF PROGRAMS & SERVICES

- Employer and Alumni Panels
- Employer Partnership Program
- Mock Interviewing
- Networking Events
- On-campus Recruiting and Interviewing
- Alumni Mentoring
- Regional Career & Graduate School Fairs
- Online Job & Internship Resources
- Individual Career Advising
- Resume & Cover Letter Critiques
- Internships
- Career & Job Shadowing
- Graduate School Application Assistance
- Federal Work Study Program

OFFICE OF CAREER DEVELOPMENT STAFF

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Office of
Career Development

CONTACT US

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Office of Career Development

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Opportunities for Employers



POSTING JOBS AND INTERNSHIPS TO HANDSHAKE

The Office of Career Development utilizes the Handshake recruiting system for seamless interaction between students and employers. Handshake is a user friendly resource, enabling recruiters to easily post internships and jobs for Salve Regina students and alumni. Our staff is happy to assist employers in creating and managing their Handshake accounts.

ON-CAMPUS RECRUITING

We work with a wide range of employers who are seeking to recruit talented students and alumni for full-time and part-time employment and internships. In addition to posting employment opportunities, we invite you to join us on campus and connect with our students face to face. You can request on campus interviews, tabling, and information sessions directly through the Handshake platform.

On Campus Interviews

We welcome the opportunity to have companies and organizations conduct interviews with Salve Regina students on campus, and we are happy to coordinate your campus visit. Dates for on-campus interviews are available throughout the academic year and can occur as part of a career connections night or independently as needed. Our Handshake platform allows employers to manage interview schedules online, including requesting an interview date and schedule, posting a job or internship opportunity, and selecting candidates

Tabling and Information Sessions

Companies and organizations who are interested in hosting an information table in the O'Hare Academic Building or visiting a classroom are invited to join us on campus. Please let us know if there are any specific majors you are targeting before your visit so that we may connect you with students of interest. You can request a tabling event directly through the Handshake system.

CREATE YOUR OWN HANDSHAKE ACCOUNT

- Visit the <http://salve.joinhandshake.com/register> to start the process of creating your profile. During registration, if your organization does not already have an employer account, you will need to create one.
- It is important that both your personal and your employer account are detailed, giving students a clear description of your organization.
- Use Handshake's employer support articles at <http://support.joinhandshake.com/> to learn how to best utilize the platform or contact us at career@salve.edu for additional help.



Opportunities for Employers

SIGNATURE PROGRAMS AND EVENTS

We coordinate a number of targeted career programs throughout the academic year. These include events like our career connections nights, a series of networking events targeted to specific majors. We invite you to share professional advice with our students by participating in various events throughout the year.

Career Development Weeks

Once a semester the Office of Career Development hosts a weeklong series of workshops and networking events, **Career Week** in the fall and **Senior Summit** in the spring. This week of programming is designed to help students articulate their past experiences and synthesize and apply what they've learned from their personal and professional development throughout their four years at Salve Regina to fully evaluate post-graduate options. Students learn job search and application practices along with networking strategies to help them attain meaningful post-graduate employment, acceptance into graduate programs, and other professional development opportunities. We invite employers to participate in various workshops and networking events throughout the week.



Trail Guides Mentorship Program

Our mentorship program connects current undergraduate students with professionals in their field of interest through an informational interview along with one-on-one conversations throughout the academic year at the employer's discretion. This program may also provide its participants with additional opportunities to connect during the year through organized events such as networking receptions, panel discussions, workshops and conferences. These events are intended to provide our undergraduate students with additional networking and learning opportunities to further explore their interest in their fields of choice. This program is targeted towards students in their junior year.



Career Connections Nights

Career Connections Nights are a series of networking events targeted to specific academic programs. These typically begin with a panel discussion and conclude with an open networking mixer. We invite employers to join us for all or part of the event and network with our current students. Currently, we offer career connections nights for accounting and finance, nursing, administration of justice, psychology, environmental Studies, and English, and look forward to adding more programs in the future. Please let us know if there are specific academic programs you are targeting so that we may match you to the appropriate event.

Career Treks

Our Career Treks program provides employers the opportunity to host students for a one- or two-day job shadowing experience on-site at their organization. Through this program, employers are able to build relationships with potential future interns or job candidates, and gain exposure for their organization across Salve Regina's campus. This program is targeted towards students in their sophomore year.



If you are interested in any of these opportunities listed above, please email career@salve.edu and we will contact you to coordinate your visit.



Opportunities for Employers



EMPLOYER PARTNERSHIP PROGRAM

Employers looking for a deeper way to integrate with the Salve Regina community are invited to participate in our employer partnership program.

Benefits to Employers

- Special invitation/inclusion in Career Development events, including career connections nights.
- On-campus recruitment opportunities, including tabling, information sessions and on-campus interviews.
- Lunch and learn events with Salve Regina students, faculty and staff.
- Annual strategy session with a Career Development staff member.
- Company name listed on our website and company logo featured around our office space.
- Listed as a featured employer in Handshake.
- Employer spotlight on social media and in email messaging to students.
- Invitation to a Senior Week networking event with preferred employers.

Benefits to Students

- Expanded opportunities to connect directly with employers who are interested in hiring Salve Regina students.
- Increased access to job and internship opportunities.
- Additional events, workshops and other learning opportunities for students to grow in their own personal and professional development.

Cost to Employers

Our employer partnership program is currently **free to employers**, although we may offer a tiered pay scale in the future. As we continue to develop our program, we ask that all of our employer partners assist us with the following:

- Participation in at least one Career Development event per semester.
- Complete two annual surveys to provide us with feedback and testimonials.
- Provide us with photos, logos and written marketing materials we can use to promote your organization.

If you are interested in joining our program, please email career@salve.edu for more information and to set up a phone call.