

Office of Career Development

Helping students explore, discover, and build their place in the world from Year One, Day One.

Our Staff



Kate Sheridan

Director



Lesli Talley

*Associate Director
Career + Employer
Outreach*



Kate Labriola

*Assistant Director
Internship Program*

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- ▶ All of our staff members are also experienced career consultants, offering one-on-one appointments to all students and alumni.

Services & Programs

- ▶ Individualized Consultations
- ▶ Career Exploration and Professional Identity Development
- ▶ Job + Grad School Search: resume, cover letter, personal statement reviews
- ▶ Mock Interviews / Interview Preparation
- ▶ Networking and Employer Connections
- ▶ Experiential Learning Opportunities (job shadowing, informational interviewing, volunteering, internships)
- ▶ Career Diversity Dialogues
- ▶ Workshops, Panels, and Speakers
- ▶ Alumni Initiatives: Backpack to Briefcase, Welcome Aboard, Chatham Connect
- ▶ Student Employment
- ▶ Internship Program
- ▶ *...and much more!*

Graduate Program Highlights

- ▶ MPAS:
 - All 2nd year students complete Mock Interview appointments with our office before graduation
 - Annual Lunch n' Learn with Allegheny Health Network
- ▶ OT:
 - Classroom Presentations to all 2nd years
 - Professional Headshots
 - Resume and Cover Letter Appointments
- ▶ MSCP:
 - Annual Resume and Cover Letter Presentation
 - Resume and Cover Letter Appointments
 - Practicum Opportunity offered through our office

Say hello to



- ✓ Student Employment: Job Postings and Applying
 - ✓ Career Development Events
 - ✓ Scheduling Appointments with Career Consultant
 - ✓ Finding Jobs and Internships
- ⇒ Access Handshake using Chatham email and password

Student Employment Purpose

...to fulfill the institutional mission by offering valuable, purposeful work experiences that actively engage students in their professional development.

Through intentionally structured positions and engaged supervision, Student Employment aims to:

- ▶ Provide students with the opportunity to develop critical, transferrable professional competencies
- ▶ Assist with university staffing needs and provide diverse experiences through which students can represent Chatham and its core values
- ▶ Engage students in university life and retain them from year to year
- ▶ Provide students with financial assistance through applied work experience

Chatham Internship Program

Career Development can help to:

- ▶ Search for internship opportunities
- ▶ Prepare resume and cover letter
- ▶ Prepare for internship interviews

MS Bio, MBA, MFA, and MIA have the opportunity to complete internships for credit!

Impact of COVID: Job Search

- ▶ Virtual Appointments
- ▶ Targeted Resources
 - COVID + Careers Q+A
 - Pulse Blog Post: May 12th
 - Upcoming Webinars
- ▶ Virtual Medium for Semi-Annual Mixer
- ▶ Virtual and In-Person Employer Engagement this Fall

Virtual Session

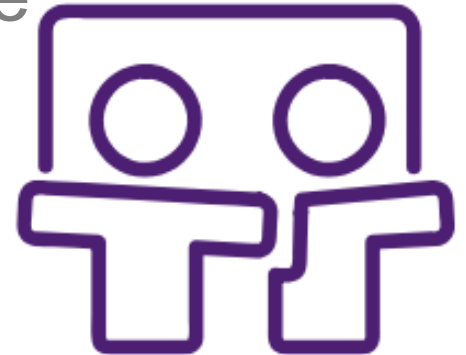
COVID AND CAREERS

Q+A



Impact of COVID: Internships

- ▶ Working Group Exploration
- ▶ Most Processes Online / Virtual
 - Virtual prep and reflection workshops
 - Registration and documents online
- ▶ Virtual and Micro Internships
- ▶ More On-Campus Opportunities
- ▶ Employer Survey



Impact of COVID: Student Employment

- ▶ Working Group Exploration
- ▶ Student Positions Retained
 - Spring Positions: 70% Virtual
 - Summer Positions: 80% Virtual
- ▶ Adapting Positions for Fall
- ▶ Disruption to Bonner Leaders, Off-Campus FWS
- ▶ Safety Considerations if On-Campus in Fall



Additional Resources

- ▶ All Services + Appointments Now Virtual
- ▶ Handshake
- ▶ Chatham Connect
- ▶ LinkedIn
- ▶ Follow CD Social Media





CHATHAM UNIVERSITY CAREER DEVELOPMENT



@ChathamCareers



Chatham University Office
of Career Development



Chatham University
Career Development



Chatham University Office of
Career Development

Office of Career Development – Student Affairs

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