FACULTY GUIDE to CAREER SERVICES

Center for Career Services Mission
Leveraging the Colgate network, we empower our students and alumni to engage in strategic exploration, preparation, and action, translating the liberal arts into a lifetime of meaningful work.
How can Career Services help students?
Career Services is committed to engaging students early and often through all stages of career development—exploration, planning, reflection, and decision-making. We do so by:

EXPLORATORY ASSISTANCE AND TARGETED INDUSTRY ADVISING:
Our advisors are adept in helping students discover a sense of self and purpose, even when starting from scratch. Once pinpointed, students consult with career advisors savvy in a particular industry on best strategies for career success. Our advisors conduct research, attend professional conferences, and network with faculty, employers, and alumni partners to stay current on industry trends. To refer a student, please contact our front desk or your departmental liaison.

REFERRALS:
Please refer students to us who seek you out for general or industry-specific questions about:

• Clarifying career and academic interests utilizing career assessments.
• Developing job and internship search strategies.
• Writing basic or targeted resumes, cover letters, and personal statements.
• The process of applying to graduate or professional schools, including standardized testing.
• Preparing for employment interviews.
• Identifying career resources for special populations: students of color, LGBTQQIA, veterans, international students, etc.
• Funding to support unpaid or underpaid experiential opportunities.
• Receiving academic credit for internships where credit is required.

CONNECTING EMPLOYERS AND GRADUATE PROGRAMS TO COLGATE APPLICANTS:
We employ multiple strategies to cultivate and maintain relationships with providers of diverse post-graduate opportunities. Our online internship and job platform (naviGATE) hosts Colgate Premier-employment opportunities specifically targeting Colgate students, as well as databases of positions geared to liberal arts students: Liberal Arts Career NetWORK (LACN) and Nationwide Internship Consortium (NIC).

Career Services maintains consortia membership to access off-campus recruiting events in Boston, New York, Los Angeles, Syracuse (for metro-NYC opportunities) and Washington, D.C.

We host several graduate school and professional school admissions counselors annually, including for our annual Law School Fair.
How we partner with faculty.

We believe that developing a strong relationship with your department helps us collectively support our students. Each career advisor is assigned to academic departments to collaborate on targeted programming and outreach, and to be a better resource in our advising to refer students appropriately. Please look into your department’s liaison to better connect with Career Services through:

ON-DEMAND INDIVIDUALIZED PRESENTATIONS & WORKSHOPS

Do you need to cancel a class? Are you eager to help your students focus on life after Colgate? Consider scheduling a 15-45 minute presentation or workshop or invite us to a departmental meeting. Each presentation will be prepared to address the unique career development needs or interests of your group. To schedule please, email ccs@colgate.edu. Here are a few possible topics we are prepared to present:

• How to prepare study group participants for their internship placements and applying for summer internships from off-campus.
• What can I do/What have Colgate alumni done with a particular major?
• Using Career Assessments to discern interests, values, and career direction.
• Preparing application materials – targeting resumes and cover letters.
• Personal statement preparation for graduate school admission.
• A general overview of Career Services.

CONNECTING WITH COLGATE PREMIER EMPLOYERS OR GRADUATE SCHOOLS:

You are welcome to attend on-campus career events, including employer information sessions, or invite employers to the classroom or student organization meetings. Many of our employers seek access to faculty. If this is something you’d consider, please contact Keith Watkins kwatkins@colgate.edu.

FORWARD A JOB OR INTERNSHIP

Please pass along any internship or full-time opportunities sent to you by employers, parents, or former students, as well as student worker positions you have submitted to the Portal. We will post these to naviGATE where it will receive maximum student exposure. Just e-mail us the description.

SHARE INFORMATION ABOUT COLGATE INTERNS & GRADUATES

We track our students’ summer and first post-graduate outcomes and can provide department-specific data to aid your work with current students—especially those who seek clarity on what to do with a certain major.

FINANCIAL SUPPORT FOR STRATEGIC PROGRAMMING OR STUDENT CONFERENCE REGISTRATIONS:

Although limited, Career Services has funds designated to collaborate with faculty on events that are designed to expose students to diverse career paths. We also entertain proposals from students to subsidize career-oriented conference registration fees.
Please sign up for our weekly newsletters in the “Contact Us” section of our website. To learn even more about how we can partner with you, visit colgate.edu/csfaculty

COMPANIES WHO HAVE HIRED AT COLGATE

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