

## Faculty Toolkit

Staff members in the Cohen Career Center are assigned liaison roles with each academic department. As faculty, you are encouraged to reach out to your liaison, refer students for assistance, and engage with Cohen in the following ways:

### CAREER READINESS SERIES

Through regular weekly meetings, students are supported in their preparations for different career stages through the My Active Career Exploration (MACE) program. MACE is geared toward first years and sophomores.

### NEWSLETTERS

Each liaison distributes regularly-scheduled newsletters to students opting into their career communities through TribeCareers. The newsletters are as follows: *Business Careers*, *Career Conversations (all students)*, *Creative Careers*, *Education & Human Services*, *Jumpstart (first years & sophomores)*, *Public Service Careers*, *Science & Technology*, and *Tribe Athlete Guide (student athletes)*.

### CLASSROOM PRESENTATIONS

Invite a Cohen Career Center staff member to speak to your class or department. We can present on a variety of topics ranging from a 15-minute introduction to a 50-minute session on subjects surrounding professionalism, career readiness, branding, networking, and next steps.

### INTERVIEW PREPARATION

The Cohen Career Center provides access to **Big Interview**, a virtual interview program. Incorporating AI, this resource provides students with essential preparation for upcoming in-person and on-demand interviews. Assign Big Interview prep as a class assignment or invite Cohen Career Center Staff members to share a brief introduction of the resource to your students.

### PROGRAMMING

This can be anything helpful to your students: workshops, networking events, job shadowing, mock interviews, employer speakers, Blackboard® sites or alumni speakers. Contact your assigned liaison for ideas.

### SATELLITE OFFICE HOURS

One hour per week, by way of example, an advisor from Cohen Career Center will be available to interact with students in a high-traffic area in your college building.

**Ranked #1 Best Schools for Internships by Princeton Review (2021)**  
**Ranked #9 Best Career Services by Princeton Review (2019)**