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

Our professional staff offers two career series: My Active Career Exploration (MACE) and Design Your Next Step. Through regular weekly meetings, students are supported in their preparations for different career stages. MACE is geared towards freshmen and sophomores; and Design Your Next Step is focused on juniors and seniors.

Newsletters

Each liaison distributes regularly-scheduled newsletters to students opting into their career communities through TribeCareers. The newsletters are as follows: Career Conversations (all students), Consulting & Analytics, Creative Careers, Education & Human Services, Finance & Accounting, Jumpstart (freshmen & sophomores), Marketing, Public Service Careers, and Science & Technology.

Presentations

Don’t cancel class! Instead, invite a Cohen Career Center staff member to speak to your class, department, or student organization. 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, personal branding, networking, and next steps.

Interview Preparation

The Cohen Career Center provides access to Big Interview, a virtual mock interview program. 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 this resource to students.

Specific Programming

This can be anything helpful to your students: workshops, networking events, job shadowing, mock interviews, employer speakers, Blackboard sites or alumni speakers. We can also help faculty navigate LinkedIn to find alumni. Contact your assigned liaison for ideas.

Satellite Office Hours

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

Ranked #7 Best Schools for Internships by Princeton Review (2018)
Ranked #19 Best Career Services by Princeton Review (2018)