Alumni and The Career & Professional Development Center: New Directions for a Lifelong Partnership

Farouk Dey, Director
Career & Professional Development Center

High Touch High Tech
University Career Services
History of Career Services

Career Services at CMU

1905: Division of the Bureau of Student Aid
1914: Bureau of Recommendations
1940: Bureau of Placement
   - 1959: Located at 5133 Margaret Morrison Street
   - 1960: Located at Skibo
1973: Office of Career Services and Placement
   - 1979: Relocated to 19 Warner Hall
1990: Career Center
   - 2003: Relocated to the University Center
2009: Career & Professional Development Center
The Career and Professional Development Center: Today

• A centralized career center staffed by a team of twenty-one seasoned and highly educated professionals who orchestrate the career exploration, experiential learning, and networking needs of students and alumni.

• Grounded in a discipline-specific career development, experiential learning, and employer relations model shaped by strong connections with the university’s seven academic colleges.

• The center’s success is founded upon a solid understanding of career and professional development theory, integration of technology, and an unwavering commitment to providing personalized attention toward meeting the unique individual needs of students, alumni, and employers.

High Touch High Tech
University Career Services
Our Vision

To provide high-touch high-tech university career services through the integration of individual attention, creativity, theory, and technology.
Our Mission

The CPDC empowers students and alumni to reach their professional and life potential through career exploration, experiential learning, and connecting with employers and opportunities.
Alumni Career Services

Newly developed discipline-specific team-based career consulting service model:

- Career Counseling
  - Assessments
- Graduate School Advising
- Job Search Coaching
  - Industry-specific advising
  - Changing careers
- Career workshops and programming
- TartanTrak – online tool for career planning, job search, and networking
  - Registered users 19,777
  - On-campus interviews
    - Individual interviews conducted 5,210
  - Job postings (domestic and international)
    - Registered employers 7,934
  - Experienced alumni resume book for employers
Alumni Career Services

Fall Semester – Career Week
• EOC: Employment Opportunities Conference    Sept. 19
• TOC: Technical Opportunities Conference      Sept. 20/21
• BOC: Business Opportunities Conference      Sept. 22

Spring Semester
• EOC: Employment Opportunities Conference    Feb. 2012
• CAOC: Creative Arts Opportunities Conference Mar. 2012
The Expansion of Alumni Career Services

• Emphasis on preparation for a global workplace.
• Emphasis on global networking - ProNet
• Expansion of career fairs
  – Fall EOC
  – Pittsburgh and NYC Start Up events

• Virtual Career Services enhance service delivery.
  – Virtual career fairs
  – Video interviewing
  – Online resources and services – InterviewStream, Vault, Going Global, Career Search
  – Campus recruiting takes place via social media

• Lifelong participation in campus recruiting
• Institutional commitment to lifelong FREE services
• Renewed and expanding partnership with Alumni Relations
  – Expansion of Network Nights
  – Emphasis on tailored career programs
Questions and Discussion
Alumni Volunteer Opportunities

Join ProNet – the online professional network
• Create a profile within TartanTRAK.
• Students/alumni make initial contact.
• Volunteers receive emails; can respond via email or through system.
• Volunteers determine services provided.
• Goal is the development of short and long-term relationship building.
TartanTrak Professional Network: Mentors Description and Registration

The Career and Professional Development Center invites you to become a mentor in our Professional Network. The Professional Network is part of TartanTrak, Carnegie Mellon’s online recruiting system for students and alumni. This Professional Network will enable student and alumni mentees to explore industries and career fields, while building their professional contacts.

As a volunteer mentor in the Professional Network, you will be able to:

- Create a professional profile that outlines your areas of experience.
- Select the various career topics you would be willing to discuss with students.
- Give back to Carnegie Mellon and help students gain knowledge and develop key networking skills.

For full details about the network, please see the following pages:

- Program Purpose & Contact Information
- Mentor objective & guidelines

PLEASE NOTE: We are currently populating the network and need alumni and employers to create or update their profiles. We will not begin populating the student side of this network until Spring 2010.

To create a NEW account:

- Go to the Mentor Registration page of TartanTrak. Fill out your profile and submit.
- You will receive a welcome email with login instructions upon approval of your registration.

For those with existing TartanTrak "Employer" accounts:

- Log-in to TartanTrak with your username and password.
- Click on the Quick Link for "Professional Network Profile."
- If you do not have the Quick Link, please contact us so we can turn on the Professional Network service on your account.

Carnegie Mellon University Alumni Association
Volunteer Forum
Alumni Volunteer Opportunities

Indicate volunteer interest in ProNet for:
• Industry panels and workshops (college-specific).
• Participate in Mock Interviews – Sept. 2011 & January 2012.
• Lead a webinar for fellow alumni on a topic of interest (new starting Fall 2011!!).

Participate in the newly developed Professional Development Series
• Voices of Experience
• Career Express
• Day in the Life
• Career Essentials
Alumni Volunteer Opportunities

Take a Tartan to Work Day
(new for Fall 2011 & Spring 2012 in Pittsburgh)

• One day job shadowing program for sophomores.
• Students explore interests and gain exposure to professional work environment.

High Touch High Tech
University Career Services
Hire CMU students/alumni

• Post internships/jobs in TartanTrak for (instructions are located on our homepage – www.cmu.edu/career)
• Interview students through the on-campus recruiting program.
• Represent your employer at our career fairs
• Host the CPDC for a site visit at your employer site.
• For more information contact Wesley Thorne, Associate Director for Employer Development, at wthorne@cmu.edu ; 412-268-5491
Questions and Discussion