

## Central Michigan University Career Services

Contact CMU's Career Services office with your internship and full-time professional vacancies. We will provide you with a variety of resources to connect with qualified candidates.

Career Services is your "front door" entrance to CMU. Our professional staff members facilitate successful partnerships that are mutually beneficial to students and participating employers.

CMU strongly encourages students to engage in preprofessional experiences such as job shadowing, internships, student teaching, practicums, and clinical field experiences.

These activities provide networking opportunities and build relationships that often lead to quality internships and employment.



## About Central Michigan University

Central Michigan University is a nationally prominent university known for integrity, academic excellence, research and creative activity, and public service. CMU offers more than 200 programs at the bachelor's, master's, specialist's, and doctoral levels and is one of Michigan's top-choice public higher education institutions.

CMU strives to create many student opportunities for research, authorship, internships, and capstone courses. These experiences prepare CMU students to enter the working world with:

- Strong academic and professional preparation
- Realistic job expectations
- Exceptional work ethic

### Career Services Mission Statement

To assist students and alumni in their career development and decision making and to aid in their acquisition of internships and positions of employment.



## Build and maintain your campus relations program

Career Services at CMU offers a variety of resources to connect you with the best candidates for your organization's internships and professional job openings.

### Brand your organization

Career Services provides valuable activities and connections to help you create an awareness and campus presence for your organization.

- In-classroom presentations
- On-campus informational sessions
- Faculty "Meet and Greet" events
- Campus student liaisons

### Internships and preprofessional experiences

Enjoy the benefits of using Career Services resources.

- Reduce employee recruitment costs
- Observe the performance and potential of future employees without an obligation to hire
- Recruit from a continuous flow of motivated students
- Discover a cost-effective method of adding to your organization's staff
- Meet staffing needs for short-term projects
- Shape the next generation of employees
- Hire students for international placements

### On-campus interviewing

Career Services staff members will assist in arranging a successful recruiting visit.

- Private interview rooms
- Wireless and cable Internet access

### Web-based services

Manage your on-campus recruiting online 24/7 through the Career Services eRecruiting system.

- Internships and entry-level professional postings
- Searchable student database
- Electronic résumé bundles
- On-campus interview schedules

### Career events

Identify qualified candidates from specific areas through on-campus networking events.

- **Alpha Kappa Psi Career Day.** Business, liberal and applied arts, and all other majors
- **Meet the Recruiters.** Accounting, finance, and management information systems
- **Health Professions Career Day.** Allied health and related majors
- **CMU Teacher Recruitment Fair.** Education and allied health majors
- **Etiquette Dinner.** All majors
- **Michigan Virtual Job Fairs.** All majors

### Employment Vacancy Bulletin

Publicize your job vacancies in our weekly Web-based Employment Vacancy Bulletin.

- Updated every Friday
- Weekly circulation of 2,500
- Reaching graduate students, alumni, and experienced professionals

### Career Services Employer Advisory Board

Employers meet with Career Services staff in biannual meetings to share information and industry perspectives.

- Advice on labor market trends and employment issues
- Assessment of programs and services
- Promotion of programs and services to public and university

[www.careers.cmich.edu](http://www.careers.cmich.edu)



For more information and available resources contact:

Career Services  
215 Bovee University Center  
Central Michigan University  
Mount Pleasant, Michigan 48859

Hours: 8 a.m. to 5 p.m. weekdays

Main Telephone: (989) 774-3068

Recruitment Services: (989) 774-2091  
or (989) 774-1383

Fax: (989) 774-6608

E-mail: [careers@cmich.edu](mailto:careers@cmich.edu)

Web: [www.careers.cmich.edu](http://www.careers.cmich.edu)

Thank you for taking an interest in Central Michigan University and assisting us in providing quality professional experiences for today's students and tomorrow's leaders.



# Career SERVICES



CMU, an AA/EO institution, strongly and actively strives to increase diversity within its community (see [www.cmich.edu/aaeo](http://www.cmich.edu/aaeo)).

For ADA accommodations, call (989) 774-3068 at least one week before the event.

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Connecting you with qualified CMU candidates

[www.careers.cmich.edu](http://www.careers.cmich.edu)

