

302 Pratt Hall
Mon, Thurs, Fri: 8am-4:30pm
Tues, Wed: 8am-7pm
**Hours vary during breaks and summer*

724-357-2235
career-development@iup.edu
www.iup.edu/career

  IUP Career and Professional
Development Center

  @IUP_CPDC

 • IUP Career Development & Networking
• IUP Alumni

CAREER AND PROFESSIONAL DEVELOPMENT CENTER

Administrative Staff

Dr. Tammy Manko
Director

tammy.manko@iup.edu

Ms. Kelsey Thompson
Associate Director
kthomps@iup.edu

Mr. Kevin Fleck
Assistant Director
kfleck@iup.edu

Mr. Mike Husenits
*Coordinator, Field
Experience Agreements
and State Authorization*
mhusenit@iup.edu

Ms. Jan Shellenbarger
*Coordinator, On-Campus
Recruiting/Special Events*
jans@iup.edu

Ms. Angela Martinelli
*WEDnet PA/Budget
Coordinator*
martinel@iup.edu

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CAREER AND PROFESSIONAL DEVELOPMENT CENTER

Overview of Services and Programs

www.iup.edu/career
Information on career planning,
career options within academic
majors, examples of résumés and
cover letters, links to job and
graduate school sites, and
information about career-related events,
such as job fairs and
workshops.

CAREER AND PROFESSIONAL DEVELOPMENT CENTER (CPDC)

Mock Interviews*

Designed for you to practice interviewing one-on-one with a trained mock interviewer in a simulated setting and receive immediate feedback. In-person, Skype, and telephone mock interviews offered. Interview fee must be paid on Marketplace before scheduling. For more information or instruction on how to access information, please call our office at 724.357.2235.

Job and Internship Fairs*

Connect with numerous employers in one place at one time. Schedule of upcoming local and regional career fairs are available on the CPDC website.

Individual Career Coaching and Consulting*

Meet one-on-one with a trained career consultant to discuss career planning, job/internship/graduate school search, résumés, and cover letters, among other topics. CPDC consultants remain current with the latest industry trends in recruiting, hiring practices, and the job market. To schedule an appointment or learn more, please call our office at 724.357.2235.

Drop-in Hours*

Need a quick résumé or cover letter review? Drop in Monday or Tuesday from 11:00 a.m. to 1:00 pm or Tuesday and Wednesday from 4:00-6:30 p.m. Our staff will spend 10-15 minutes reviewing your document(s) and make suggestions to help it stand out. Drop-in schedule can be found on the CPDC website.

The Washington Center for Internships and Academic Seminars

www.iup.edu/career/internships/washington-center-for-internships-and-academic-seminars/

The Washington Center (TWC) has helped more than 50,000 students from around the world gain valuable experience and set them on a course of achievement, leadership, and engagement in their communities. TWC has more than 500 partnerships in the DC area to serve a wide variety of majors and career paths.

QUADJOBS quadjobs.com/student

QuadJobs is an online service that connects students with local jobs that fit your schedule. To get started, sign up at quadjobs.com/student (it's completely free and just takes a few minutes), complete your profile with information about yourself, and check out the open jobs near you!

Internships www.iup.edu/internships

Information on internships can be obtained by visiting the internship coordinator in your academic department. The CPDC can help with internship search strategies.

Parker Dewey <http://info.parkerdewey.com/iup>

Micro-internships are short-term, paid, professional assignments that are similar to those given to new hires or interns. All majors are able to apply to help build and demonstrate skills while exploring a variety of career paths.

Office of Extended Studies www.iup.edu/extended

The IUP Office of Extended Studies in the Career and Professional Development Center will help you to achieve your educational goals. Our mission is to support our community and provide the professional training and adult enrichment courses that you need.

On-Campus Recruiting*

The CPDC provides opportunities for employers to advertise their positions to students and conduct their interviewing on site. If you're an employer and would like to participate, please call our office at 724.357.2235.

Handshake <http://iup.joinhandshake.com>

Handshake uses cutting edge technology to help students and alumni more easily connect with employers, jobs, internships, and event information.

National Student Exchange www.iup.edu/career/nse

The NSE is a study-away program that provides affordable opportunities for students to attend one or more of the 200 member universities in the United States, Canada, Guam, Puerto Rico, and the U.S. Virgin Islands for a semester or academic year.

Disney College Program* www.iup.edu/career/internships/disney

The Disney College Program is an opportunity for students to work for the Walt Disney World Resort in Florida or the Disneyland Resort in California. This is an opportunity to learn valuable skills and make professional connections.

Networking Opportunities*

Networking events vary from semester to semester, but all are opportunities to interface with alumni and other working professionals. Previous locations have included: Pittsburgh, Philadelphia, Harrisburg, New York City, and Washington, DC. Create and maintain a LinkedIn profile at LinkedIn.com to enhance your networking,

***Information reflects normal semester operations. All IUP CPDC programs for the Fall 2020 semester will be held virtually. Please visit the IUP CPDC website, www.iup.edu/career, for Zoom/event links.**