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PARTNER WITH ST. JOSEPH'S COLLEGE



St. Joseph's  
College  
NEW YORK



## CURRENT STAFF MEMBERS



**ELLEN BURTI**

Director  
718.940.5852  
eburti@sjcny.edu



**JENNIFER ROONEY '04**

Director  
631.687.1248  
jrooney@sjcny.edu



**KEVIN GILL**

Counselor and Career Adviser  
631.687.1252  
kgill@sjcny.edu

# MISSION AND GOALS

The Office of Career Development and Engagement is dedicated to assisting students and alumni with finding a lifelong, fulfilling career path. Programs, services and events at St. Joseph's College promote student learning and encourage self and career exploration. Collaboration with faculty, alumni and employers is an integral part of providing opportunities to enhance career services.

## SERVICES OFFERED

The Office of Career Development and Engagement at St. Joseph's College offers a variety of services to help your company work with students who are motivated and eager to learn firsthand about a profession. Some of those services include:

- Employment listings
- Internship listings
- On-campus recruitment (information tables and interviews)
- Job shadowing
- Industry-specific internship and job fairs
- Report a hire
- Meet with career development and engagement (CDE) staff

Our counselors look forward to developing a long and successful relationship with you and your organization.



## CAREER SERVICE MANAGEMENT SYSTEM: HANDSHAKE

Our new system is a modern easy-to-use platform to meet your recruitment needs. Your organization can advertise available positions and distribute information. Posting full-time, part-time or internship opportunities, along with registering for upcoming events, is easy using Handshake. Visit <https://sjcnj.joinhandshake.com/login> to register.

## INTERNSHIP LISTINGS

The St. Joseph's College Office of Career Development and Engagement follows the definition of "internship" as articulated by the National Association of Colleges and Employers' (NACE) standards and criteria:

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skill development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career path. They also give employers the opportunity to guide and evaluate talent. For more information, visit [naceweb.org](http://naceweb.org).

## BENEFITS OF PROVIDING AN INTERNSHIP OPPORTUNITY

Many employers report some of the following as reasons or benefits for hiring interns and establishing an internship program at their company:

- Helps to identify potential future hires.
- Provides an opportunity for supervisory experience to develop employees.
- Injects the organization with fresh ideas and new perspectives.
- Fulfills a civic and professional responsibility by providing students with work experience.
- Builds relationships with local colleges and universities.
- Increases visibility of the organization on campus.
- Identifies quality candidates for temporary or seasonal positions and projects.
- Offers flexibility for professional staff to pursue more creative projects.

## CREDIT VS. NON-CREDIT INTERNSHIPS

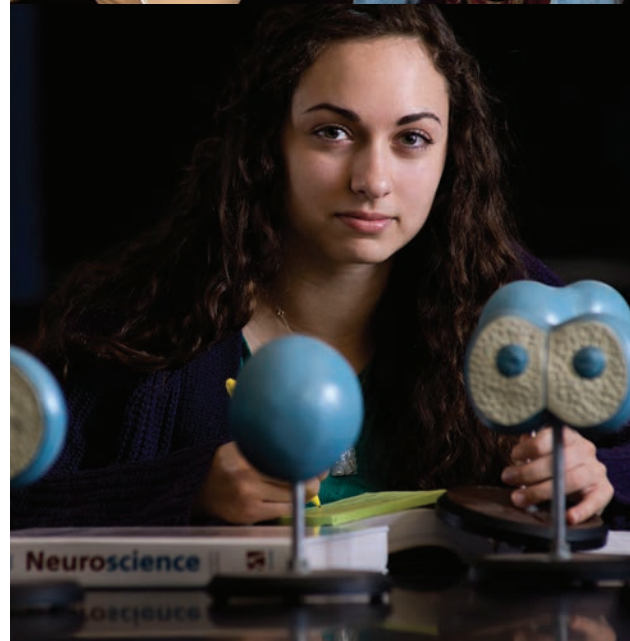
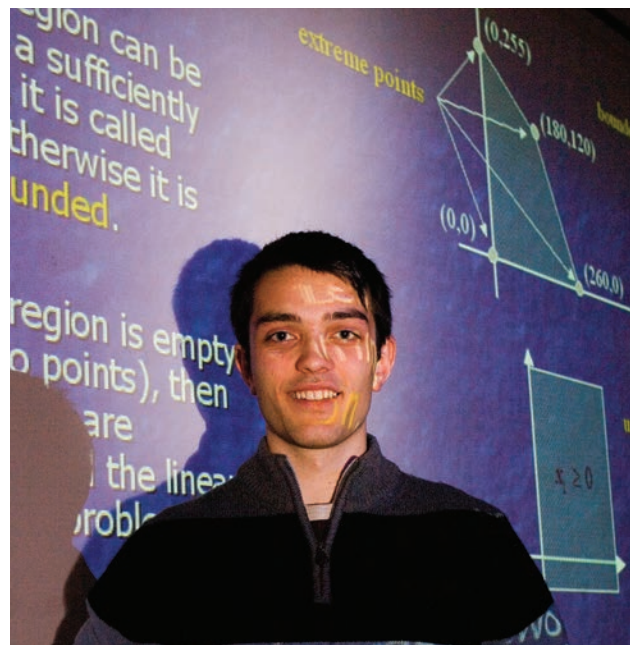
The College works with employers to promote both credit and non-credit bearing internship opportunities.

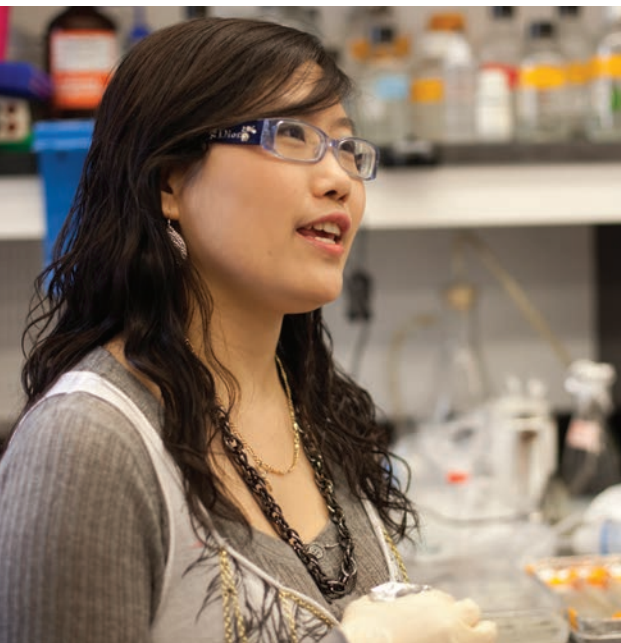
### Credit

- Must be approved by St. Joseph's College faculty.
- Meets the departmental course requirements for a credit-bearing internship.
- Student must be enrolled in a course with the College and can earn up to 12 credits.
- Student pays tuition for credit hours.
- Can be paid or unpaid.
- Internships are supervised by faculty members.
- The intern will receive a grade for a course based on the internship.
- Internships must be completed during the course of the semester.
- There is a formal agreement between the student, employer and College.
- Student gains practical experience that can be used on a résumé.

### Non-Credit

- Must meet NACE's definition of an internship.
- May be a paid or unpaid opportunity.





- There is no supervision from the College.
- There is no formal agreement.
- Student gains practical experience that can be used on a résumé.

### **POSTING AN INTERNSHIP OPPORTUNITY**

Internship opportunities that might be for credit must first meet with the College's academic requirements for each individual department. If your company wishes to consider offering an internship for credit, please contact Gail Lamberta, Ph.D., coordinator for experiential learning, at 631.687.1285 or [glamberta@sjcny.edu](mailto:glamberta@sjcny.edu).

If your company wishes to advertise a non-credit, paid or unpaid internship opportunity, please submit details that include a company description, internship area(s) of focus, learning outcomes, description of responsibilities, qualifications, application instructions and deadlines, and who at the company will be supervising the intern, to [sjccareers@sjcny.edu](mailto:sjccareers@sjcny.edu).

### **ON-CAMPUS RECRUITMENT**

On-campus recruiting is an excellent way to build your presence on campus and attract highly qualified students. Employers have the opportunity to attract available opportunities to a large pool of students. Two options are available:

#### **1. Information Table**

The Office of Career Development and Engagement invites employers to campus. We will set up a table in a high-traffic area where you will have the opportunity to meet with students and inform them about the available position(s) at your company.

#### **2. Interviews**

The Office of Career Development and Engagement has select times where employers can meet with and interview candidates directly on campus. The office will advertise, collect and provide you with résumés of qualified candidates for available position(s) within your organization.

Call the respective campus office to schedule recruitment dates and times: SJC Brooklyn, 718.940.5852; SJC Long Island, 631.687.1248.

### **JOB SHADOWING**

At St. Joseph's College, students are encouraged to gain experience outside of the classroom. The Office of Career Development and Engagement offers students job-shadowing opportunities that allow them to learn about various professions firsthand. If your company is interested in participating in job shadowing, whether it's for a few hours or a few days, please contact the respective campus: SJC Brooklyn, 718.940.5852; SJC Long Island, 631.687.1248.

### **INTERNSHIP AND JOB FAIRS**

The Office hosts industry-specific internship and job fairs each year. Employers from various fields are invited to participate and promote any opportunities available within their company. Companies can advertise full-time and part-time positions, as well as internship and volunteer opportunities.

In addition, the Office of Career Development and Engagement often collaborates with other colleges in the surrounding area to present career fairs. These fairs are typically larger in size and provide employers with an opportunity to meet students from various colleges.





## REPORT A HIRE

Have you hired a student or alumni from St. Joseph's College? We would love to hear from you! In order to provide employers with services and programming that meet their needs and to assist in educating our current students about available opportunities, please send us information regarding hiring current students or alumni of St. Joseph's College. You can also report a hire on Handshake.

## MEET WITH CDE STAFF

The counselors in the Office of Career Development and Engagement welcome the opportunity to meet with you to discuss the best ways to market your opportunities to St. Joseph's College students and alumni.

## ST. JOSEPH'S COLLEGE EMPLOYER RECRUITING POLICY

The Employer Recruiting Policy was established to outline the eligibility of employers to utilize the resources at SJC's College Office of Career Development and Engagement. The office follows the Principles of Professional Practice, as set forth by NACE. For more information, visit [naceweb.org](http://naceweb.org).

## NON-DISCRIMINATION POLICY

It is expected that employers who work and advertise with the College will not discriminate on the basis of race, color, national origin, ethnicity, sexual orientation, gender identity, religion, sex, age, disability or genetic information. By working with the St. Joseph's College Office of Career Development and Engagement, you are agreeing to these terms.

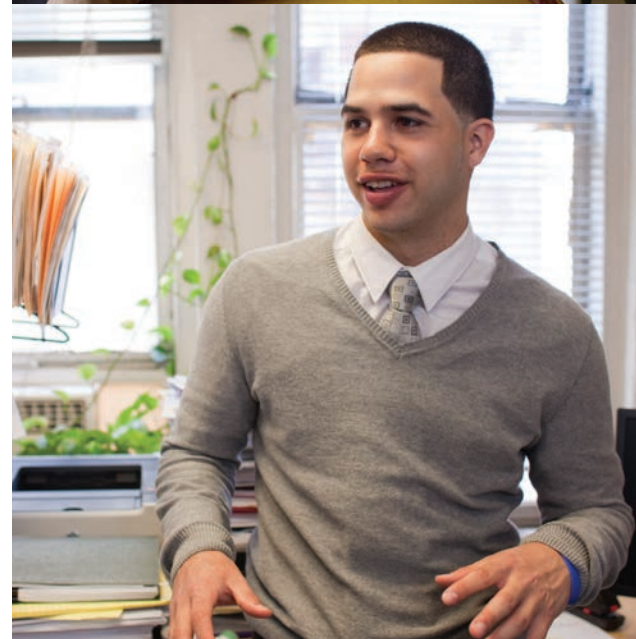
## UNPAID INTERNSHIPS

It is encouraged, when possible, to pay interns. But we recognize, especially outside of the private sector, that it is not always possible to do so. If your company is considering posting unpaid internships through St. Joseph's College, you must confirm that those internships meet the NACE guidelines for an experience to be defined as an internship. For more information, visit [naceweb.org](http://naceweb.org).

- The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
- The skills or knowledge learned must be transferable to employment settings.
- The experience has a defined beginning and end, and a job description with desired qualifications.
- There are clearly defined learning objectives and goals related to the professional goals of the student's academic coursework.
- There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
- There is routine feedback by the experienced supervisor.
- There are resources, equipment and facilities provided by the host employer that support learning objectives and goals.

## THIRD-PARTY RECRUITERS

Third-party recruiters who wish to post opportunities with the St. Joseph's College Office of Career Development and Engagement must agree to the following terms and conditions:





- The third-party recruiter shall disclose the name of the employer, as well as the position description. The client's name should appear in the title of the position.
- Students and alumni will not be charged a fee for the third-party recruiter's services.
- The third-party recruiter can be listed as the contact for student and alumni cover letters and résumés.

### **DEADLINES ON ACCEPTING POSITIONS**

Employers should allow students at least one week to decide whether to accept a job or internship.

### **EMPLOYMENT AND INTERNSHIP OPPORTUNITIES THAT WILL NOT BE POSTED WITH ST. JOSEPH'S COLLEGE**

St. Joseph's College reserves the right to refuse any of the following:

- Participation in a research study.
- Jobs that require an initial investment by the student or require the purchasing of equipment.
- Commission-only positions.
- Opportunities that charge for any training prior to being hired.
- Internship opportunities that do not meet NACE's definition of an internship.
- Internship opportunity where the number of interns outweigh the number of employees.
- Companies with unresolved complaints against them by the Better Business Bureau.
- Companies that do not comply with the College's Equal Opportunity and Non-Discrimination Policy.
- Situations that may put students in harmful or dangerous scenarios.
- Positions that would require a person to go into someone's hire.

The Office of Career Development and Engagement reserves the right to determine whether or not to advertise a job or internship.

Employers interested in participating can contact the respective office for event information and registration: SJC Brooklyn, 718.940.5852; SJC Long Island, 631.687.1248.





## PROGRAMS OF STUDY

### MAJORS

Accounting  
Biology\*  
Business Administration  
Chemistry\*  
Child Study  
Computer Information Technology  
Computer Science  
Criminal Justice  
English\*  
General Studies  
Health Administration  
History\*  
Hospitality and Tourism Management  
Human Relations  
Human Services  
Journalism and New Media Studies  
Marketing  
Medical Technology  
Mathematics\*  
Nursing  
Organizational Management  
Political Science  
Psychology  
Recreation and Leisure Studies  
Religious Studies and Philosophy  
Social Sciences  
• Economics  
• Political Science  
• Sociology  
Spanish\*  
Speech  
Studio Art

### MINORS

Accounting  
American Studies  
Art  
Art History  
Biology  
Business Administration  
Chemistry  
Program  
Computer Science  
Criminal Justice  
Computer Information Technology  
Economics  
English

Environmental Studies  
Film/Media  
Fine Arts  
History  
Human Relations  
Journalism and New Media Studies  
Labor, Class and Ethics  
Latino Studies  
Marketing  
Mathematics  
Music  
Music History  
Peace and Justice Studies  
Philosophy  
Political Science  
Psychology  
Religious Studies  
Sociology  
Spanish  
Speech  
Studio Art  
Theatre  
Therapeutic Recreation  
Women's Studies

### GRADUATE DEGREE PROGRAMS

Executive M.B.A.  
M.A. in Childhood or Adolescence  
Special Education with an annotation  
in Severe and Multiple Disabilities  
M.A. in Educational Leadership with a  
concentration in Critical Consciousness  
M.A. in Infant/Toddler Early Childhood  
Special Education  
M.A. in Literacy and Cognition  
M.A. in Mathematics Education  
M.B.A. in Accounting  
M.B.A. in Health Care Management  
M.B.A. in Health Care Management  
with a concentration in Health  
Information Systems  
M.F.A. in Creative Writing  
M.S. in Human Services Leadership  
M.S. in Management: with concentrations in  
Organizational Management, Health  
Care Management and Human  
Resources Management  
M.S. with a major in Nursing

—Adult Gerontology Clinical Nurse Specialist  
—Adult Gerontology Primary Care Nurse  
Practitioner  
—Nursing Education

### ONLINE PROGRAMS

Advanced Certificate in Human Services  
Leadership  
Advanced Certificate in Human Resources  
Management  
B.S. in Criminal Justice Practice and Policy  
B.S. in General Studies  
B.S. in Health Administration  
B.S. in Human Services  
B.S. in Organizational Management  
Certificate in Human Resources  
Certificate in Leadership and Supervision  
Dual Degree, B.S. in Human Services/  
M.S. in Human Services Leadership  
Dual Degree, B.S. in Organizational  
Management/Executive M.B.A.  
Executive M.B.A.  
M.S. in Human Services Leadership  
M.S. in Management, Human Resources  
Management Concentration

### ADVANCED CERTIFICATES

Applied Behavior Analysis Advanced  
Certificate  
Bilingual Certification Extension Advanced  
Certificate  
Health Care Management Advanced  
Certificate  
Human Resources Certificate  
Human Resources Management Advanced  
Certificate  
Human Services Leadership Advanced  
Certificate  
Leadership and Supervision Certificate  
Management of Health Information Systems  
Advanced Certificate  
School Building Leader Advanced Certificate  
School District Leader Advanced Certificate

\* Adolescence Education Certification



**TRADITION. INNOVATION. EXCELLENCE.**

**SJC Long Island**

155 West Roe Boulevard  
Patchogue, NY 11772  
631.687.1248

**SJC Brooklyn**

245 Clinton Avenue  
Brooklyn, NY 11205  
718.940.5852

**SJC Online**

631.687.1248

[sjcny.edu](http://sjcny.edu)



**ABOUT ST. JOSEPH'S COLLEGE**

Founded in 1916, St. Joseph's College is an independent, coeducational college with campuses in Brooklyn and on Long Island, in addition to SJC Online. We have a long history of providing an excellent, yet affordable, education. Our reputation has consistently earned SJC a place in the *U.S. News & World Report's* annual "America's Best Colleges" issue. We also have been highly ranked by *Forbes* and named one of New York's "Colleges of Distinction."