

AMERICAN UNIVERSITY
Career Center

Thank you for expressing interest in our talented students and alumni. We look forward to partnering with you as you develop and implement a recruitment strategy specific to American University. Below you will find a menu of options for recruiting talent at AU. If you have any questions, please contact our Employer Relations Coordinator, Jessie Carter, at 202-885-1814 or jessicac@american.edu.

2013-14 Recruiting Guide

AU Career Web	<p>The AU Career Center uses a career management platform called AU CareerWeb, to organize all recruiting related requests. AU CareerWeb is a great tool for requesting dates for information sessions, scheduling OCR interview dates, posting jobs/internships, and registering for events. Interested employers should visit http://american.edu/AUCareerWeb to register for a free AU CareerWeb account.</p>
Job & Internship Fairs	<p>Meet exceptional students and alumni at our fall and spring Job and Internship Fairs, which are widely regarded as the most affordable and well-organized recruiting events in the D.C. area. The fairs attract a wide range of majors and degree/class levels at AU, as well as alumni who are seeking internships and job opportunities.</p> <p>AU's Fall 2013 Job & Internship Fair: September 18 AU's Spring 2014 Job & Internship Fair: March 26</p> <p>Visit our Job & Internship Fair website for full details: http://www.american.edu/careercenter/employers/JobAndInternshipFair.cfm</p>
On-Campus Recruiting (OCR)	<p>Enjoy the efficiency and convenience of interviewing AU students and alumni through our free On-Campus Recruiting program. From the beginning of October through early December and February through April, you can transform our fully equipped interview rooms into satellite offices for your recruiting team. Utilize AU CareerWeb to request an interview date, post available positions, review résumés from qualified candidates, and select interviewees.</p> <p>Fall 2013 OCR: October 1 – December 6 Spring 2014 OCR: January 27 – April 18</p>
Information Sessions/ Information Tables	<p>To generate buzz about your organization and on-campus interviews, host an information session or an information table. Information sessions should accompany a job or internship posting in AU CareerWeb and/or your visit to campus for one of our Job & Internship Fairs or Networking Receptions. Information sessions are typically held on Tuesdays, Wednesdays, or Thursdays at lunch or dinner time, and they usually last for one hour. Information tables are available on the quad or in our bustling Mary Graydon Center so that you can share information about your organization and job or internship opportunities in an interactive setting.</p> <p>Submit your date request through AU CareerWeb and partner with our employer relations coordinator to actively promote your session to appropriate audiences.</p>
Public Service Work Study Program	<p>Hire talented, committed, part-time staff members for a fraction of the usual cost. AU's commitment to service and the federal funds that support this program allow us to partner with nonprofits and government agencies in the D.C. metro area through a cost-share arrangement. Partner organizations hire students with Federal Work Study awards for part-time positions in the fall, spring, or summer terms. Pay only 25% of students' wages; federal funds cover the remainder. To learn more about this program, contact our student employment coordinator, Tasha Daniels, at daniels@american.edu.</p>

<p>Networking Receptions</p>	<p>Connect with students, alumni, faculty, and staff in a relaxed on-campus setting at one of our four networking receptions. Co-sponsored by the Career Center, Office of Alumni Relations, and each school and college, these annual events offer you the opportunity to announce current openings to captive audiences and to build individual relationships with prospective employees and key university partners. Register through AU CareerWeb.</p> <p>2013-14 Networking Receptions School of Public Affairs (SPA) Networking Reception: November 12, 2013 School of International Service (SIS) Networking Reception: February 4, 2014 College of Arts & Sciences (CAS) Education Networking Reception: March 4, 2014 School of Communication (SOC) Networking Reception: April 1, 2014</p>
<p>AU Résumé Book</p>	<p>View our AU Résumé Book with over 2,000 résumés of talented AU students and alumni currently seeking internships and full-time positions. The AU Résumé Book is an online searchable database of résumés in AU CareerWeb. Employers seeking qualified candidates for specific positions may use the book to search for AU talent. To request access through your AU CareerWeb account, email our employer relations coordinator, Jessie Carter, at 202-885-1814 or jessicac@american.edu.</p>
<p>Alumni Volunteer/Panelist</p>	<p>Share your knowledge about a career-related topic in one of our educational workshops or panel discussions. To express your interest in volunteering as a presenter, contact our educational career programs coordinator, Jessica Beasley, at beasley@american.edu or 202-885-6007.</p> <p>To discuss other volunteer opportunities, please email our alumni career programs coordinator, Pat Oltmann, at poltman@american.edu or 202-885-1801.</p>
<p>Advertising</p>	<p>Place ads for your organization in <i>The Eagle</i>, AU's student newspaper, or on our flat screens located around campus. Work with our marketing team to feature your organization in targeted e-newsletters or enable us to link to your recruiting videos from our website.</p>
<p>Questions?</p>	<p>The Career Center manages recruiting activity for:</p> <ul style="list-style-type: none"> • College of Arts & Sciences: www.american.edu/cas • School of Communication: www.american.edu/soc • School of International Service: www.american.edu/sis • School of Public Affairs: www.american.edu/spa <p><i>The Kogod Center for Career Development (www.american.edu/kogod/career) is your link to AU business students and the WCL Office of Career and Professional Development (www.wcl.american.edu/career) is your connection to law students.</i></p> <p>We are happy to assist you as you plan your recruiting strategy. Do not hesitate to call or email to learn more or set up a meeting to discuss your options.</p> <p>Employer Relations Coordinator – Jessie Carter 202-885-1814, jessicac@american.edu</p> <p>Career Center website : www.american.edu/CareerCenter AU CareerWeb log-in page: www.american.edu/AUCareerWeb</p>