

# Office of Career and Professional Development Southern Connecticut State University

## Faculty Resource Guide



### Departmental Information

Buley Library, Room 102  
203-392-6539 ▪ [careerservices@southernct.edu](mailto:careerservices@southernct.edu)

### Office Professional Staff

Aimee O'Shea  
Associate Director of Career & Professional Development  
203-392-6517 ▪ [piccina1@southernct.edu](mailto:piccina1@southernct.edu)  
College of Arts & Sciences Liaison

Rachel Cunningham-Exavier  
Assistant Director of Career & Professional Development  
203-392-6607 ▪ [exavierr1@southernct.edu](mailto:exavierr1@southernct.edu)  
College of Health & Human Services Liaison  
College of Education Liaison

Patricia Moran  
Assistant Director of Career & Professional Development  
203-392-6346 ▪ [moranp7@southernct.edu](mailto:moranp7@southernct.edu)  
School of Business Liaison

Jonell Bailey  
Graduate Intern  
(203) 392-6539 ▪ [careerservices@southernct.edu](mailto:careerservices@southernct.edu)  
All First-Year students & Sophomores

Thierry Thesatus  
Associate Dean of Career & Student Success  
203-392-6346 ▪ [Thesatust1@southernct.edu](mailto:Thesatust1@southernct.edu)  
Graduate School Liaison

**OFFICE OF CAREER AND  
PROFESSIONAL DEVELOPMENT**



The mission of the Office of Career & Professional Development is to serve as the primary institutional conduit for career development services. As a comprehensive and centralized unit, the office provides timely, relevant, and useful programs and services to students, institutional stakeholders, external organizations, and community partners.

The Office of Career & Professional Development assists undergraduate and graduate students within the following areas:

- Career & Major Assessments
- General Career Planning & Exploration
- Internship & Experiential Learning Assistance
  - Resume & Cover Letter Reviews
- Part-Time and Full-Time Job Search Assistance
- Exploring On-Campus Employment Opportunities
- Digital Career Platforms and Networking Skills
- Graduate & Professional School Planning
- Developing a Career Change Plan of Action

**J.O.B.S.s. CAREER PORTAL**

Job Opportunities Benefiting Southern Students (JOBSs) is an online job board available to students and recent alumni looking for full-time or part-time work, co-ops, internships, and on-campus student employment, or volunteer opportunities. Students can access this resource by visiting our website at <https://inside.southernct.edu/careers>

**Access our Becoming Career Ready Faculty & Instructor Guide**

Essential to Becoming Career Ready is the development of the [NACE eight \\*Career Readiness Competencies](#). The experiences that students undertake at Southern Connecticut State University and beyond offer many opportunities to develop and enhance the Competencies. These opportunities and experiences include participation in classroom learning, as well as experiential learning opportunities, such as internships, co-ops, research, on-campus involvement, leadership programs, work experience, or other on- or off-campus endeavors.

## HOW TO PARTNER WITH THE OFFICE OF CAREER & PROFESSIONAL DEVELOPMENT

### OPTION #1

Partner with your [OCPD liaison](#) to identify unique Career programs and services to support your student's career exploration, job/internship search, and graduate success. Learn more about the SCSU Explore program [HERE](#) to help students make a meaningful major choice based on the facts about majors and self-knowledge.



### OPTION #2

Partner with us on your assignments or activities that require students to engage with the Office of Career & Professional Development. Also, incorporate career [related activities and events](#) as part of your course material or for a student organization



### OPTION #3

Ask a staff member to speak to your class or organization! Staff is willing to help present on a defined career related topic or work collaboratively to develop new options for students. Connect with us at [careerservices@southernct.edu](mailto:careerservices@southernct.edu)



### OPTION #4

Make direct referrals through [Navigate](#) to have students participate in individual career coaching. Include a note for targeted assistance and helpful engagement for students



### Help our students **BE AWARE OF JOB SCAMS**

The Office of Career and Professional Development reviews all employer and job postings on [JOBSs](#). We highly encourage all students to thoroughly review a company before applying to any position of interest. If students are searching for jobs, please be sure to have them review the company or ask the OCPD staff for assistance.

Please refer students to the following before providing personal information to an employer:  
<https://inside.southernct.edu/careers/students/beware-of-scams>

## OCPD EMPLOYER RELATIONS (ER) STRATEGY

Our focus is to honor our students' social identities and ensuring all employer/alumni partnerships present opportunities through the lens of access and equity. Our unwavering commitment is to prioritize the best interests of our students. To ensure ethical and professional practices, our policies align with the National Association of Colleges and Employers ([NACE\) Principles for Ethical Professional Practice](#).

**Here are some ways to partner with ER:**

1. **Complete our [Southern Connecticut State University's Employer Engagement Form](#)** – to help connect SCSU students within industry. Note\* We do ask who the main point of contact is at SCSU to honor that relationship. We ensure all communication with provided contacts will include the original faculty source. Your feedback will help source future initiatives including partnerships and programming, while identifying the highest priorities of our community partners.
2. **Enhance Your Classroom Experience with our Career in Classroom program**

*What is Career in Classroom?*

Career In Classroom is your gateway to further enriching your students' learning experiences and preparing them for successful careers. With flexible options designed to align with your teaching goals, you can choose from a variety of engagement levels that suit your class schedule and curriculum.

Career in Classroom Options:

1. **Industry Insights in Action** – Invite industry professionals or alumni to share their expertise with your students.  
Choose from interactive topics such as top industry skills, networking strategies, finding your WHY and more. Alternatively, co-present lessons with industry guests, seamlessly integrating their experience into your curriculum.
2. **Seamless Substitution** – Planning to be away from class due to a conference or other commitments? Our career development team can step in and ensure your students continue to learn meaningfully. We will conduct a professional development presentation/discussion of your choice. From administering a career success module to skill exploration, we've got you covered.
3. **On-Demand Video Series** – Infuse your lessons with dynamic content through our on-demand video series. Let your students benefit from pre-recorded insights from industry experts, alumni, and our staff, all delivered during class time.

How to Get Started...We're excited to collaborate with you to create an impactful experience. Reach out to us at [careerservices@southernct.edu](mailto:careerservices@southernct.edu) to schedule a think tank session with our team. Together, we'll tailor the **Career in Classroom** program to seamlessly integrate with your teaching objectives.

Here are some additional [Faculty Engagement Ideas with Employers through OCPD](#)

## OCPD PROFESSIONAL GROWTH OPPORTUNITIES

### SCSU Deloitte Future of Work Institute

Powered by a partnership with Deloitte, the **Future of Work Institute** will help prepare students to navigate future careers and be leaders in our rapidly changing world. For more information about the Future of Work Institute, please contact Patti Moran at [moranp7@southernct.edu](mailto:moranp7@southernct.edu)

### Learn more about the SCSU Grow with Google Career Readiness Program How to Register for the Grow with Google Program