

OFFICE OF CAREER AND PROFESSIONAL DEVELOPMENT

# SOUTHERN CONNECTICUT STATE UNIVERSITY

## FACULTY RESOURCE GUIDE

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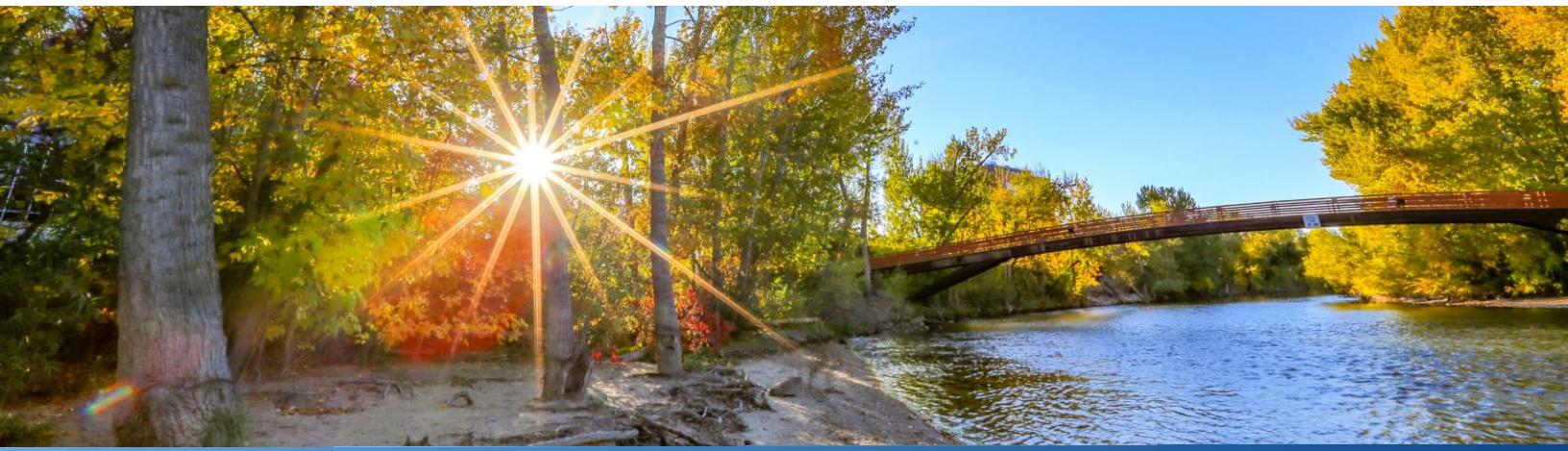


### Departmental Information

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All First-Year Students & Sophomores

# OFFICE OF CAREER AND PROFESSIONAL DEVELOPMENT



## OUR MISSION

As a comprehensive and centralized unit, the Office of Career & Professional Development (OCPD) provides timely, relevant, and useful programs and services to students, institutional stakeholders, external organizations, and community partners.

OCPD assists undergraduate and graduate students within the following areas:

- Career & Major Assessments
- General Career Planning & Exploration– Internship and Experiential Learning Support
- Resume & Cover Letter Review
- Part–Time and Full–Time Job Search Assistance, including On–Campus Employment Opportunities
- Personal And Professional Development
- Graduate & Professional School Planning

## J.O.B.Ss 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. As a faculty member, you can access JOBSs to learn about the opportunities to share with your students. You and your students can access this resource by visiting our website at [JOBSs](#)

## ACCESS OUR BECOMING CAREER READY FACULTY & INSTRUCTOR GUIDE

Essential to Becoming Career Ready is the development of the NACE 8 Career Readiness Competencies. The experiences that students undertake at Southern Connecticut State University and beyond offer many opportunities to develop and enhance the Competencies. Career competencies can be developed through students' classroom learning, as well as through internships, co–ops, research, campus involvement, leadership programs, work experience, and other endeavors.

[NACE Career Readiness Competencies \(2024\) Guide](#)



# PARTNERSHIPS

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



### > OPTION #1

Partner with OCPD to identify unique Career programs and services to support your student's career exploration, job/internship search, and graduate success. If interested in learning more, connect with us at [careerservices@southernct.edu](mailto:careerservices@southernct.edu).



### > OPTION #2

Partner with us on your assignments or activities that require students to engage with OCPD and consider incorporating career-related activities and events as part of your course material or for student organizations. Faculty are also encouraged to include the [NACE 8 Career Readiness Competencies](#) and information on their syllabi to support student career readiness.



### > OPTION #3

Partner with OCPD to help identify an employer, team member, alumni, or community representative to present on a defined career-related topic or work collaboratively to develop new options for students– [Request a workshop for your class or club](#)



### > 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.





# EMPLOYER RELATIONS (ER) STRATEGY

The Office of Career and Professional Development partners with employers, alumni, and community organizations to create meaningful opportunities for students. Our work is guided by a commitment to ensuring all students have access to resources and support as well as by the NACE Principles for Ethical Professional Practice.

Faculty can support this work by:

1. **Career in the Classroom** – Invite industry professionals or alumni to enrich your class, request a workshop, or use on-demand video content. Learn more on our Career in the Classroom Workshop page <https://www.southernct.edu/ocpdworkshops>.
2. **Share Our Engagement Form** – Connect us with your employer and alumni contacts so we can strengthen partnerships across the SCSU community. [Engagement Form](#)

For full details, visit our website: <https://www.southernct.edu/career/faculty-staff>

# KEY RESOURCES



**Free career  
experience directly  
from Fortune 500 companies**



## ◆ [Forage Virtual Work Experience Programs](#)

Students can **showcase their skills and explore career options** through **Forage**, a free platform offering 5–6-hour virtual work experience programs with top Fortune 500 companies. Forage programs help students build real-world skills, enhance their resumes, and gain a competitive edge — all while promoting equity, diversity, and access to opportunity.

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## ◆ Focus 2 Career Exploration Tool



Students can **explore their interests, majors, and career pathways** with **Focus 2 Career**, an online career and educational planning tool. Focus 2 Career empowers students to make informed decisions about their academic and professional futures through personalized assessments and planning resources.

[Access Focus 2 Career registration information and videos](#)

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## ◆ Help Students Build Job Search Confidence



The **Indeed Job Search Academy** offers free, self-paced career readiness resources exclusively for SCSU students. Faculty can encourage students to visit the Southern-specific portal to strengthen their job search strategy and career confidence.

Visit: [Indeed Job Search Academy](#)

Visit [SCSUCareer](#) for more! We can't wait to partner with you!