



Career Opportunities & Employer Relations

3rd Floor, Norwood Hall

573-341-4343

career@mst.edu



Faculty & Staff Guide to Career Services

Successful Collaborations

Our services are designed to assist not just our students but to assist faculty and staff in your teaching and advising roles. If you are interested in requesting programming, please contact Dr. Mark Pottorff at pottorffm@mst.edu

Don't Cancel Your Class

Can't be present for a lecture? Invite COER to provide a career development presentation by contacting Dr. Mark Pottorff at pottorffm@mst.edu

Practice Interviews

Collaborate with COER staff to host practice interviews for students. Students will get the real interview experience with valuable feedback. These interviews are scheduled by emailing the COER office at career@mst.edu

Connect with Employers

Employer representatives visit campus throughout each semester to discuss their organization with students, faculty, and staff. Arrange for employers to provide a guest lecture on a topic of your choice by contacting Julie Pittser at pittserj@mst.edu

Requesting Presentations

If you would like to schedule a guest speaker, or if you are planning to miss a day of class, we can cover for you. We can also work with you to arrange an employer to speak to your class.

How does the process work?

- Simply contact Dr. Mark Pottorff at pottorffm@mst.edu to schedule an appointment.
- We have a limit of two presentations per section, per semester.
- We request that you provide us at least TWO weeks notice for presentations.
- Please note that our availability outside of the days/hours of Monday-Friday, 8am-4:30pm, may be limited.

Student Resources

MinerJobs

An online job database, available only to S&T Students and Alumni, with hundreds of positions for part-time, internship, co-op or full-time.

S&T GoingGlobal

An online, international job database with thousands of positions listed. COER provides free access for S&T Students.

Resume Reviews

May be scheduled for 30 minute sessions between 9am—4pm daily by calling 573-341-4343 or coming to 304 Norwood Hall.

Individual Career Guidance Appointments

Students can schedule individual appointments with an advisor to discuss a range of career-related topics.

Practice Interviews

COER conducts practice interviews year-round by appointment. Appointments can be made by calling 573-341-4343 or coming to 304 Norwood Hall.

Professional Development Series

A series of workshops held each semester, addressing common career-related topics.

Graduate School Application Process

Information and resources to aid students in the graduate school application process.

Employer Events

Career Fairs and Employer Seminar Series Events give students the opportunity to connect with employers who are currently seeking S&T students.

On-Campus Recruiting

Employers visit campus to directly connect with S&T Students. Employers host on-campus interviews, information sessions and attend various events.

Our Mission

To provide excellent service supporting the success of students, alumni, employers and campus.

Hiring Guide

To help S&T faculty and staff understand the standards of student hiring as defined by employment law, the National Association of Colleges and Employers (NACE) has prepared a **Faculty Guide to Ethical and Legal Standards in Student Hiring**.

Candidate Referral

Employers may contact you to request the names of students who would be good candidates for job opportunities. There are some potential legal and ethical guidelines to consider.

Suggested Action

If you receive a request for student referrals, you can, of course, notify students who have declared an interest in such positions and encourage them to apply. You may also consider announcing the opportunity to your classes or distribute the job description via a listserv. **However, for your protection, as well as that of the university, the initial contact from the employer should be sent to COER so that the position can be posted openly for all qualified candidates.**

There are practical reasons for these actions:

- When you provide only a few names without also broadly publicizing the position through COER, you are not maintaining “a fair and equitable recruiting process” and are vulnerable to charges of discrimination.
- There is a difference between providing the names of students who excelled in a job-related class and restricting awareness of the opportunity to just a few. Every qualified candidate interested in the opportunity should be able to apply; it is the employer’s responsibility to decide who would be the best fit for the bona fide qualifications.
- Students who receive regular announcements about job openings from faculty may think the announcements represent all of the current opportunities for their major. Students may miss employers that conduct on-campus interviews, receive resume referrals, and post their positions through COER.

We appreciate your assistance in assuring an employment process that is free from discrimination and provides equal opportunities for all qualified students.

Information taken from a **Faculty Guide to Ethical and Legal Standards in Student Hiring, NACE**

<http://naceweb.org/knowledge/legal/faculty-guide-student-hiring.aspx?terms=faculty>



MinerJobs

MinerJobs allows students to log in and access job, co-op, and internship listing information including on-campus recruiting activity such as interviews, career fairs and information sessions. To request a faculty or staff account contact COER at career@mst.edu

LinkedIn

LinkedIn is the most widely-used professional social media network and employers are using the site to target recruitment efforts. COER provides students consultations on LinkedIn profile creation and development to enhance their professional online presence. COER also offers a photography service to provide students with a professional image to be used on the LinkedIn profile page.

Etiquette Dinner

The COER Etiquette Dinner is held each semester in Havener, St. Pat’s Ballroom. Instead of conducting small (and expensive) events for smaller gatherings, we encourage classes or groups to sponsor tables at the campus-wide event, and COER and the sponsoring organization can together cover the cost of the tables. Please contact COER at beamh@mst.edu or 573-341-6118 if this is a service that interests you.