



## Help Us to Help You!!!

- 1.) Be familiar with the Career Development Center **Web Page** which provides key information concerning specific including specific dates of all events
- 2.) Assist the Career Development Center in making sure that students, especially club members, are **registered** on the Center's on-line system which means that they have attended a web registration meeting and uploaded their resume on to the site for employers to review TODAY!!!!
- 3.) Know that the Center hosts **Career Fairs** each and every year according to the following monthly schedules:

|   |          |
|---|----------|
| - R-N / NJIT Collaborative Fall Career Fair | October  |
| - Annual Internship Fair                    | January  |
| - Annual Criminal Justice Career Fair       | February |
| - Annual College of Nursing Career Fair     | March    |
| - Annual Spring CDC Career Fair             | April    |

*Also important to note that Career Fairs for the Career Development Center are already booked through April 2012 and Club Co-Sponsors would be welcome!!!*

- 4.) **On-Campus Recruiting Program**  
**Fall:** September / October / November  
**Spring:** February / March / April

Forms and everything an employer needs to get immediately involved with the CDC is on the web page. It would be a big help if Club leaders would direct recruiting personnel to these pages on the CDC site.

- 5.) **On-Line Internships and Employment Listings** on the CDC Rutgers-Newark site are absolutely FREE!!!