

Faculty and Staff

ANNOUNCEMENT

Effective June 1st, 2015, all student employment will move over to [Pace Human Resources, Staffing & Recruitment department](#). All hiring managers interested in hiring student workers or student interns must post their positions in the PeopleAdmin system. Further communication and training will be forth coming.

If you are a HIRING MANAGER interested in hiring a student worker or student intern, please be aware there has been a change in both the process and ownership of Student Employment.

If you have any questions, please contact staffing and recruitment at 914-923-2730.

Welcome!

We appreciate your interest in knowing more about Pace Career Services and in referring students and employers to us. We believe that faculty & staff are an important component to the effective delivery of our services. As a Pace faculty or staff member, you play an integral role in influencing students' decisions and experiences. Students may come to you first with questions about career choices, jobs & internships related to their major and how to locate resources on campus to help them. Our goal is to partner with you to assist our students (and alumni) in making informed career choices and finding success.

Career Services works with students from freshman to graduate students. Our services are available to all alumni throughout their careers and to your children and spouses as well. It is important for students to connect with our office early on in their Pace experience to establish a relationship with a counselor, learn about our resources and develop a career action plan.

Please take a look at the information and valuable links below.

We look forward to working with you!

Classroom and Group Presentations

Our staff welcomes the opportunity to speak on a variety of career topics to your class, club or organization. Presentations may include careers related to your specific discipline, an overview of our services, career exploration and decision making, resume writing, interview skills, and job search essentials. **Need to cancel class???** Give us a call at 914-773-3415 or 212-346-1950 and we'll gladly step in to do a workshop or presentation if staff is available! Please [contact us](#) ^[1] to set up a date and topic.

Career Center [staff](#) ^[2] is also available to consult with faculty on planning departmental career panels. In cooperation with faculty, we will coordinate panels and workshops customized to your students' needs and interests. Identifying alumni and/or employers with academic backgrounds similar to your students provides valuable insight and opportunities for informal networking.

Referring Students

We help students in a variety of ways! Some of the [programs & services](#) ^[3] we provide to students include:

- Choosing or Changing a Major
- What Can I do With a Major In..... ???
- Developing a Career Action Plan
- Internships

- On-Campus Student Employment
- Vocational Assessments/Career Counseling
- On Campus Interviews Program for Graduating Students
- Career Fairs
- Informational Interviews with Alumni Career Advisors
- Job Market Outlook and Projections/Salary Information
- Resume & Interview Preparation
- Correspondence: Cover Letter, Letter of Application, Thank You Letter
- Letters of Reference /Credential File Service
- Videos and Career Resources Library
- Applying to Graduate or Professional Schools
- Networking Events
- Off Campus Part-time or Full-time Job Postings
- [eRecruiting](#) [4]: Our database of jobs
- Our extensive website at www.pace.edu/careers [5]

Referring Employers

If you are aware of an employer with part-time, internship or full-time opportunities please refer them to our offices. We can assist them in posting these positions on our [Handshake](#) [6] database, scheduling on-campus interviews, attending a career fair or hosting an information session.

Employer-faculty lunches may be arranged and Career Center staff members are available to accompany faculty when desired. These interactions promote the exchange of ideas between the academic and professional world and foster partnerships for the university. [Contact us](#) [1] if you wish to join us when employers come to campus!

Faculty Guide to Legal & Ethical Standards in Student Hiring

The National Association of Colleges and Employers (NACE), to which a great number of academic and hiring institutions belong, provides a set of ethical standards for faculty. View the article by clicking the link below.

<http://www.naceweb.org/public/faculty.htm> [7]

Alumni Career Advisory Network

The Pace Alumni Career Advisory Network is a program including over 300 alumni of the University who have volunteered to help students plan and prepare for meaningful careers. The program provides the opportunity for students to learn more about the skills and responsibilities involved in a particular profession and learn the basics of networking.

Calendar of Events

Click [here](#) [8] for information about upcoming events on all campuses.

Staff/Locations/Hours

We have [offices on all three Pace campuses](#) [2]. Evening appointments are made upon request.

Source URL: <http://www.pace.edu/career-services/faculty-and-staff>

Links:

- [1] <mailto:careers@pace.edu>
- [2] <http://www.pace.edu/career-services/location-hours-staff-directory>
- [3] <http://www.pace.edu/career-services/student-programs-and-services>
- [4] <http://pace.experience.com/er/security/login.jsp>
- [5] <http://www.pace.edu/careers>
- [6] <http://pace.joinhandshake.com>
- [7] <http://www.naceweb.org/public/faculty.htm>
- [8] <http://www.pace.edu/career-services/calendar-events>