

# KEY DATES FOR EMPLOYERS

## 2010-2011

### NO OTHER UNIVERSITY WORKS AS WELL AS WE DO WITH BUSINESS AND INDUSTRY.

No matter what size your company is, no matter where you are located, RIT offers a complete range of solutions and services to help you find qualified co-op and full-time candidates efficiently and cost effectively. Our Office of Cooperative Education and Career Services is a comprehensive, centralized office that can support all your hiring needs.

We appreciate your interest in hiring RIT co-op, graduating students or alumni. For your convenience, you can access information and services through our web site at [www.rit.edu/recruit](http://www.rit.edu/recruit) or call **1.585.475.2301**. We look forward to working with you!

#### Career Fairs

- |                           |                                   |
|---------------------------|-----------------------------------|
| • September 29 & 30, 2010 | Campus Wide                       |
| • October 2010            | Accounting Fair                   |
| • October 28, 2010        | Graduate School Fair              |
| • January 19, 2011        | Federal & Public Svcs Career Fair |
| • February 2 & 3, 2011    | Packaging Science Career Fair     |
| • March 30 & 31, 2011     | Campus Wide                       |

#### On-Campus Interviewing

Interviews can be held on campus or at your work site, however, interviews held on campus give your company the advantage of seeing a wider cross-section of students. Corporate guests who interview on campus enjoy a personalized service and excellent facilities.

#### Job Postings

##### CO-OP POSITIONS:

- We use a powerful Web-based system that allows qualified candidates to apply to your openings.
- Ask to speak with a program coordinator in our office who will guide you through the process. Have a job description with requirements for applicants ready!
- Your job opening will be posted online and resumes of interested students will be forwarded to you.

##### FULL-TIME POSITIONS:

- Contact a program coordinator to schedule on campus recruiting.
- To advertise job openings for graduating students or experienced alumni, contact us directly for assistance in posting your opportunities.

#### Academic Quarters

Fall 2010	Sept 6-Nov 19, 2010
Winter 2010-2011	Nov 29 –Feb 25, 2011
Spring 2011	Mar 7-May 20, 2011
Summer 2011	June 6-Aug 18, 2011

#### Academic Quarters:

Dates reflect first day of classes and last day of exams.

#### Recommended Co-op Work Periods

Fall 2010	Aug 23-Nov 19, 2010
Winter 2010-2011	Nov 22-Feb 25, 2011
Spring 2011	Feb 28-May 20, 2011
Summer 2011	May 23-Aug 19, 2011

#### Prime On-Campus Recruiting

Fall 2010	Oct 4-Nov 5, 2010
Winter 2010-2011	Jan 3-Feb 4, 2011
Spring 2011	Mar 28-May 6, 2011
Summer 2011	(by request)

#### On-Campus Recruiting:

Interviewing begins after the start of the quarter (call our office for other arrangements). Interviewing for co-op students generally occurs during the quarter immediately preceding the intended work period.

## **Career Fairs**

General and specialized career fair programs are held at various times during the year and enable you to reach the RIT community at large or to focus your efforts on a particular student group.

## **Company Information Days**

Employers have the opportunity to set-up informational displays in high visibility areas (e.g. our Student Alumni Union or the Kate Gleason College of Engineering building lobby) to display or demonstrate company products and services.

## **Advertising**

Placing an ad in RIT's award-winning student weekly magazine, *The Reporter*, is an effective way of reaching the RIT student community. You may also advertise in RIT's *Placement Manual* or other campus publications. We can also accept bulk copies of company literature which we make readily available to students.

## **Customized Recruiting Services**

The Office of Cooperative Education and Career Services can customize recruiting efforts based on your hiring needs. We are committed to building a bridge between the business community and RIT.

## **Recruiting Associate Level Deaf or Hard-of-Hearing Candidates**

Call the National Technical Institute for the Deaf Center on Employment, 1.585.475.6834 or 1.585.475.6219 (V/TTY) or e-mail [ntidcoe@rit.edu](mailto:ntidcoe@rit.edu).

## **One-Stop Service and Support**

In addition, there are many other ways to partner with RIT. You might consider sponsoring faculty or academic research projects to enhance your relationship with the university. The RIT Research Corporation, the Center for Integrated Manufacturing Studies, the RIT First-in-Class Initiative, RIT Corporate Education and Training, and the RIT Office of Development also have a long tradition of collaboration with business and industry. Our staff is happy to help you make further RIT contacts while you're on campus or in advance of your visit.

### **Office of Cooperative Education and Career Services**

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