

# Career & Life

Newsletter for the RIT College of Liberal Arts

## Let's Get Your Goals in Motion.

Whether you're returning for another year or starting your very first semester, this is the time to make connections and set your goals in motion.

With this first edition of the College of Liberal Arts Career & Life Newsletter, we're happy to help you along your journey. Watch your email inbox each month for a round up of timely tips, information about upcoming events, alumni sponsored job opportunities, and more.

### Get Started: Practice Networking

Fun fact: more than 75 percent of jobs are found through networking. But, what exactly is networking and how do you get started?

Simply put, it is the process of building and maintaining positive relationships to gain information, learn about opportunities, and connect with others for professional growth. Networking gives you an advantage in a job or internship search by connecting you to contacts within specific companies and industries who can support your learning, growth, and, ideally, your candidacy.

Being able to tell your story is fundamental to networking, and right now—while you are meeting all sorts of new people on campus—is the perfect time to practice. How would you describe yourself and your goals? What strengths do you bring to your work, whether its in the class, in group projects, at jobs that you've held, or other experiences? When you meet new people, what do you hope they will remember about you?

### Expert Career Advice Anytime.

The Office of Student Services at the College of Liberal Arts as well as RIT's Office of Career Services are here to help you navigate it all. From resume reviews and networking strategies to interview prep and employer events, we've got the tools and guidance you need to make this season your strongest yet.

**Schedule time with Career Services Coordinator Eric Dixon for help with crafting your narrative and learning how to tell your individual story >**

Best wishes for a great week,

**Brad Rosenbaum**, Assistant Dean, Office of Student Services

**Eric Dixon**, Career Services Coordinator

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# Career Events Spotlight

For more information about the following events and more, visit RIT's Career Services events web page [rit.edu/careerservices/events](https://rit.edu/careerservices/events) or [RIT's Career Connect platform](#).

**Wednesday, September 24, Thursday, September 25, and Friday, September 26, 9 a.m.– 4 p.m.**

## Virtual Mock Interview Days

Get the jitters out before the real deal! Submit your resume and practice your interviewing skills with an RIT employer partner.

**Where:**

Held virtually on the employer's platform

**What to Expect:**

- A 20-minute virtual interview followed by a 10-minute personalized review.
- An opportunity to build confidence and refine your interview skills.
- General, not technically specific questions. Mock interviews are designed for you to practice basic interview skills.

**How to Sign Up:**

Registration is now open for undergraduate students and graduate students and closes on Wednesday, Sept. 22.

Log in to [Career Connect](#).

Upload an updated resume.

Click "Events" at the top right of the page.

Search "Mock Interview" to view various sessions.

Choose a session and click "Attend" on the right side of the page.

Click the ^ arrow and choose an available time slot. *You may only register for one time slot.*

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**Wednesday, October 8, 10 a.m. – 4 p.m., Gordon Field House**

## The RIT University-Wide Career Fair

Sponsored by the Office of Career Services and Cooperative Education, RIT's University-Wide Career Fair gives employers a chance to connect with RIT students for both co-op/internship roles and full-time positions. The fair

is offered in the fall and spring semesters and is open to all RIT students as well as RIT alumni who are seeking co-op or full-time employment opportunities.

**Wednesday October 8, 11 a.m. – 1 p.m., SAU – Fireside Lounge**

## Immersion and Minor Fair

Gather information on your immersion, minor, and double major options, talk with advisors, and sign up for your immersion and/or minor on the spot.

Free pizza (while it lasts)!

Door prizes for the first 50 students in line.



## Alumni Connected and Featured Opportunities

### JMS Copiers, Inc., Executive Assistant Opening

To support our leadership team, this role is a great opportunity for students or recent graduates to gain hands-on experience in organization, communication, and business operations. Open to full-time, part-time, and internship applicants.

#### Responsibilities:

- Manage calendars, scheduling, and virtual meetings
- Organize documents, reports, and presentations
- Handle email communication and follow-ups
- Assist with research, data entry, and project coordination
- Provide general administrative and personal support to executives

#### Qualifications:

- Strong organizational and multitasking skills
- Excellent written and verbal communication
- Proficiency in Microsoft Office Suite or Google Workspace
- Comfortable using virtual collaboration tools (Zoom, Slack, Trello, etc.)
- Professional, reliable, and able to work independently

**Salary:** \$21.00 – \$35.00/hr.

**[Read Full Job Posting in Career Connect >](#)**

## New York State Positions

New York State has more than 90 agencies that touch all facets of public life—education, environment, health care, law enforcement, social work, law, and policy making, and more.

- [Search for Occupations at Career Mobility Office » GOT-IT » Occupation Search >](#)
- [Review the Full List of NYS Agencies >](#)
- [Browse Current Jobs Open for Applications >](#)
- [Internships for Students with New York State >](#)

## Check Career Connect for the Latest Postings

New job opportunities are regularly added to RIT's Career Connect platform, so plan to access and review it often. You can also set up customized alerts so the system can automatically notify you when positions meeting your criteria are posted.

[Review Career Connect Now >](#)

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### Useful Career Support Links for COLA Students

[Career Connect](#) | [RIT Career Services](#) | [Events from Career Services](#) | [Resources for COLA Students](#)



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