





Mission

Provide comprehensive, state of the art, resources and services for our students and recent graduates to enable them in meeting their needs for career development and employment opportunities (both coop and permanent). NCE also provides services to employers to foster successful work relationships with deaf individuals, for the mutual benefit of our students, graduates, employers, and NTID@RIT.



Major Responsibilities

- Advise students on job search preparation
- Co-teach Job Search Process course
- Manage NTID Job Fair
- Develop and coordinate student workshops on employment
- Coop visitation program
- Develop employers for coop and permanent jobs
- Manage on-site employer interview process
- Provide reasonable assistance to recent alumni



Advise students on job search preparation

- AAS and BS/MS
- Coop and permanent
- Resume support
- Interview tips
- Email and cover letter support
- Help with follow up with employers
- Advise on where to find potential employers for given major/degree



Co-teach Job Search Process course

- Co-teach with technical faculty and support personnel
- Resume and cover letter development
- Web employer research
- Mock interviews in TV studio
- Communication skill improvement



Manage NTID Job Fair

- Annual event
- Grown from 17 employers to 35 in 5 years
- Provide interpreting support for employers
- Web site information and registration
- Solicitation of employers
- Employer follow up



NTID Annual Job Fair





Develop and coordinate student workshops on employment

- Develop workshops that educate students on employability skills and needs
- Workplace issues
 - a) Communications
 - b) Soft skills
 - c) Teamwork
- Partner with other NTID and RIT organizations



Coop Visitation Program

- Develop annual plan
- Target ~ 40% of our coops for a faculty/staff visit
- Balance participants from all departments
- Balance across majors and degrees
- •Assemble annual report on results and statistics of the program
- Follow up on action items



Develop employers for coop and permanent jobs

- Maintain/enhance current employer relationships
- Develop regional strategies to increase number of "deaf-friendly" employers
- Offer training and support, including our Working
 Together workshop
- •Encourage on-site interview schedules and resume package requests
- Encourage employer visits to NTID and NCE



Manage on-site employer interview process

- Advise and encourage students to sign up for interviews
- Obtain resume packages for employers
- Provide interpretation services as needed
- •Manage logistics of multiple interviewers and multiple employers
- Encourage student follow up with employers



Provide reasonable assistance to recent alumni

- Resume assistance
- Job search coaching
- Potential employer leads and contacts
- •Majority of the alums seeking help are from outside of Rochester

