**Drop-in Hours**
Tuesday – Thursday, 1:30 – 4:30 p.m.
Friday, 10 a.m. – 12 p.m.

**Schedule an Appointment**
Monday – Friday, 8:30 a.m. – 5 p.m.
(845) 257-3265

**Career Resource Center**

## Hire SUNY New Paltz Talent

The SUNY New Paltz Career Resource Center prides itself on the personal attention it provides to students, alumni and employers. As an employer, the Career Resource Center can assist you with the following:

- Personal assistance with developing position descriptions
- Posting opportunities on the SUNY New Paltz job board, 'HawkHire'
- Forwarding position descriptions to targeted students, alumni/a and faculty
- Providing assistance with learning about and supporting 'for credit' internships
- Invitations for you to participate in career related programs such as career fairs and networking events

## Why SUNY New Paltz Students?

SUNY New Paltz is a highly selective university with over 6500 undergraduate and 1000 graduate students representing over 150 different areas of study.  In addition, our students embody a high level of cultural, ethnic, and socio-economic diversity.

## Steps to Hiring an SUNY New Paltz Students: Employment and Internships

1. Develop a position description outlining responsibilities to be performed, skills and qualifications needed to succeed, and how to apply. We would be happy to assist with this process and/or provide an example.
2. Request that the position be posted on HawkHire (student/alumni job board) and shared with the appropriate students and faculty. Send all postings to careers@newpaltz.edu.
3. Attend or host a career related event. Each year, the Career Resource Center coordinates numerous career fairs, networking events, panel discussions, and site visits to regional employers. For a complete list of on-campus events - http://www.newpaltz.edu/careers/jobfairs_onc.html.
4. Request a resume collection. Provide the Career Resource Center with a position description and application deadline. The Career Resource Center will promote and collect resumes. Following the deadline, the resumes will be bundled into a PDF document and forwarded for your review.
5. Conduct interviews. Once you identified the candidates, we can help coordinate the interviews to take place in the Career Resource Center or remotely through a video streaming platform.

## Elements of an Effective Internship Programs

*Meaningful project based work with clearly defined expectations and learning outcomes*
- The best internship experiences typically include one or more well-structured projects with clear outcomes and expectations. Internship programs that are undefined, lack structure, or are limited to menial tasks, result in more work for the supervisor and lack of opportunity for the intern to develop much needed professional skills.

*Establish clear learning outcomes.*
- Identify three to five skills (professional, technical, administrative, etc.) that the intern will learn or improve during their experience.
- Review these learning outcomes prior to, during and at the conclusion of the internship.

![New Paltz State University of New York - Career Resource Center]

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*Structured training and on-boarding program to ensure the intern has the knowledge, skills, and familiarity with the organization.*
· Once you have identified the projects that the intern will address, develop a training program that ensures they have the skills, knowledge, and familiarity with resources (i.e. both human and non-human) to complete the project.

*Provide regular supervision and feedback*
· This is essential to the success of the internship. Setting aside a regularly scheduled time to discuss the experience and provide direction will not only ensure the proper completion of the project(s), but also provides the opportunity to mentor interns in the development of their professional skills.

*Provide professional networking opportunities*
· This is often perceived as an indirect benefit. Make this an intentional benefit by introducing the intern(s) to staff in other departments and/or sister organizations.

*Treat the intern as another professional*
· When outlining the project(s) and expectations, make it clear that they will be held to the same standard as other professional staff members.

## Credit vs. Non-Credit Bearing Internships

Depending upon the number of hours involved and relevance to a student's area of study, the internship can be completed for credit. It is important to note that a student must have completed 60 credit hours and have 2.5 GPA or higher in order to be eligible for a credit bearing internship.

If a student decides to pursue credit for an internship, approval will be determined by a faculty advisor and agreed to by the internship site supervisor. If it all parties agree that an internship will be completed for credit, the site supervisor may be required to do the following:
· Agree to the learning objectives developed by the site supervisor (i.e. employer), the student and the student's faculty advisor
· Provide an outline of expectations and goals (i.e. job description)
· Set aside dedicated time for an orientation and training
· Provide feedback on a regular basis (e.g., weekly meetings)
· Complete a final evaluation of the intern's performance. Depending on the student's major, a mid-point evaluation may be required.
· Complete a survey following the completion of the internship

If a student is not eligible for, or decides that they do not want to complete an internship for credit, they can still be hired for such an opportunity. Non-credit bearing internships do not require any of the aforementioned actions by the site supervisor. However, these actions are elements of a mutually beneficial and successful internship.