HIRE GC

A Guide to Recruiting at Georgia College

Post jobs and register for career fairs through Career Connection at www.gcsu.edu/career
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Greetings from the University Career Center at Georgia College!

We want to let you in on one of the best kept secrets in higher education: Georgia College. What makes us so special? The answer to that question lies in our mission as the state of Georgia’s Public Liberal Arts University and our dedication to making liberal arts education meaningful to the 21st century employer. We offer employers candidates who are T-shaped professionals: possessing breadth in a variety of essential leadership and soft skills and depth in a specific field or discipline.

At Georgia College, students in every major gain real world experiences that are transferable to the work world. To maximizes these experiences and make them relevant to their future careers, all incoming students are expected to complete a set of career planning benchmarks throughout their four-years. Because of this campus-wide initiative, over 50% of undergraduate students interact with the Career Center. Employers who recruit at Georgia College benefit greatly from this high-level of engagement among our students.

In addition, when employers choose to recruit at Georgia College, they find that our small college environment translates into a high level of customer service. Our staff in the Career Center is committed to serving as your consultants regarding our institution and students. We strive to provide customized on-campus recruitment plans to best meet your hiring needs and to position you effectively with the student and faculty targets you wish to network with.

We offer a wide variety of options to help you connect with our students. Our staff prides itself with offering exemplary customer service to our employers. If you do not see a recruitment option that fits your needs, please reach out to us so that we can talk about your ideas.

We hope that you consider Georgia College as a partner as you expand your recruitment initiatives. We look forward to the opportunity to work with you.

Best Regards,

The Georgia College Employers Relations & Internship Team
Mission Statement
As Georgia's public liberal arts university, Georgia College offers undergraduate programs of study to talented and motivated students in a residential college setting. Georgia College also provides, at multiple locations, graduate and professional studies that support the needs of the region and create pathways to individual success and personal fulfillment. Its academically engaging, student-centered programs often take learning beyond the traditional classroom and develop the intellectual, professional, and civic skills and dispositions that enable graduates to thrive in an information-intensive and diverse global society. Through its teaching, research, and service, Georgia College enriches the lives of students and their local and global communities.

Enrollment
Undergraduate: 6,047  
Graduate: 868

Campus Location Information
GC is conveniently located in the geographic center of the state, approximately 2 hours from Atlanta and Valdosta. Traveling by interstate, we are approximately 45 miles from Madison off of I-20, Dublin off of I-16, and Macon off of I-16/I-75.

The Career Center is located on the first floor of Lanier Hall, located in the center of campus near our fountain and library. Parking permits are available from the Career Center.

For driving directions, visit www.gcsu.edu/about/directions.

Recruiting Policy
Organizations that recruit on campus should work through the Career Center and must adhere to Equal Opportunity Employment (EEO) guidelines. Employers who recruit on campus are expected to also adhere to the Principles of Professional Practice set forth by the National Association of Colleges and Employers.

Why the Liberal Arts?
Our liberal arts curriculum emphasizes transformative, active learning experiences that help students develop skills for the 21st century marketplace.

At Georgia, we are committed to developing graduates who are

• Skilled communicators
• Critical and creative problem-solvers
• Ethical, reflective, and engaged citizens
• Service-oriented leaders and professionals who are dedicated to excellence
# ACADEMIC PROGRAMS

## Academic Programs

### College of Arts and Sciences
- Art
- Biology*
- Chemistry
- Criminal Justice*
- Creative Writing, MFA
- English*
- Environmental Sciences
- French
- Geography
- History*
- Liberal Studies
- Mass Communication
- Mathematics
- Music
- Music Education*
- Public Administration, MPA
- Philosophy
- Physics
- Political Science
- Psychology
- Rhetoric
- Sociology
- Spanish
- Theatre

### J. Whitney Bunting College of Business
- Accounting*
- Computer Science
- Economics
- Management
- Management Information Systems*
- Marketing
- Master of Logistics and Supply Chain Management
- Master of Business Administration
- The Georgia WebMBA at Georgia College

### John H. Lounsbury College of Education
- Early Childhood, B.S., M.Ed.
- Middle Grades, B.S., M.A.T., M.Ed.
- Special Education, B.S., M.A.T., M.Ed.
- Secondary Education, M.A.T., M.Ed., Ed.S.
- Educational Leadership, M.Ed., Ed.S.
- Curriculum & Instruction M.Ed.
- Reading, Literacy, and Language, M.Ed.
- Instructional Technology, M.Ed.
- Library Media., M.Ed.

### College of Health Sciences
- Athletic Training
- Exercise Science
- Music Therapy*
- Nursing, RN-BSN, BSN, MSN, DNP
- Outdoor Education

### Most Popular Majors

|---------|-----------|--------|------------|-------------------|------------|-------------------|------------|------------------------|--------|---------|----------------------|---------------------------------|----------------|-------------------|--------------------------|-----------------------|-----|------------------------|---------------------------------|-------------------------|-------------------------|

*Both bachelor and graduate programs available

Source: Office of Institutional Research and Effectiveness, Mid-term Census Snapshot, Fall 2016
About the Career Planning Milestones

All incoming students at Georgia College are expected to complete a set of career planning benchmarks known as the Career Planning Milestones. Over 50% of GC students engage with the Career Center, which maximizes your relationship with Georgia College. GC students are introduced to career planning from day one, helping them make better decisions throughout their college experience and as they interview for their first full-time job. In addition to completing a career assessment during their first year, students begin their resumes and LinkedIn profiles early in their college career so that they can begin connecting with employers even as sophomores. Students also complete career planning and mock interview sessions in addition to a senior check-in meeting prior to graduation. GC students graduate with the ability to clearly articulate their skills and abilities for the industry they plan to enter.

How Employers Benefit from the Career Planning Milestones

We believe the Career Planning Milestones provide employers who recruit at GC with three key benefits:

- Exposure to students who have an understanding of career options before entering their first job
- Access to talent who can articulate how their skills and experiences fit their career field or industry
- Increased student engagement with career services provides employers with more access to students when they recruit through virtual or on-campus strategies
RECRUITING ON CAMPUS

Get Started with Career Connection
All employers interested in a recruiting relationship with Georgia College should start by creating an account on Career Connection at www.gcsu.edu/career.

Career Connection allows employers a centralized place to
- Post jobs and internships for free
- Search student resumes
- Register for a career fair
- Request a campus interview date

On Campus Recruitment
Georgia College offers employers a variety of ways to connect with students on campus. By visiting campus, your company develops brand recognition among students. These activities include:
- Over 10 career fairs per year
- Campus interviews
- Mock Interview and Resume Review Days
- Informal networking events focused on industries and fields
- Information sessions and tables
- Presentations on specific career topics

Annual Career Fairs

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<th>Events</th>
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<tr>
<td>August</td>
<td>Part-time Job Fair</td>
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<tr>
<td>September</td>
<td>Senior Picnic, Accounting Career Fair</td>
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<tr>
<td>October</td>
<td>Fall Career &amp; Internship Expo, Graduate &amp; Professional School Fair</td>
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<tr>
<td>November</td>
<td>Career Opportunities Fair (Atlanta)</td>
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<td>January</td>
<td>Teacher Recruitment Day</td>
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<tr>
<td>February</td>
<td>Information Technology Career Fair, Nursing &amp; Health Career Expo, Summer Camp Job Fair</td>
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<tr>
<td>March</td>
<td>Spring Career &amp; Internship Expo</td>
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<tr>
<td>April</td>
<td>Statewide Career Fair (Atlanta)</td>
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<tr>
<td>Coming Soon:</td>
<td>Public Service &amp; STEM Fairs</td>
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Virtual Recruitment
We know that it may not always be possible or cost effective for you to visit campus to recruit new talent. The Career Center can also help you advertise your opportunities to students virtually.
- Job and internship postings on career connection
- Resume collections for specific job openings
- Space for students to complete video or phone interviews with employers
EMPLOYER GUIDE TO CAREER CONNECTION

Career Connection is a FREE online system provided by the Career Center that will help your company connect with GC students for full-time positions, part-time jobs, internships, and summer opportunities.

Create an Employer Account
- Visit the Employer Career Connection link at www.gcsu.edu/career
- Already registered? Login with your email address and your password. If you registered but cannot remember your password, request your password be sent to you.
- New companies should choose “Click here to register.”
- Follow the prompts which will ask you to search for your company name and then complete a profile entry on yourself as well as your company (if you’re a new company to the database).
- Click the “Register” button after completing the profile and contact information.
- You can immediately begin posting jobs, registering for career fairs, and scheduling campus interviews.

Post a Job or Internship
- Under the “My Jobs” tab, click “New Job” to post a new position.
- To view an old position, click “Job List” and your past job postings will appear. You can edit or copy any Inactive or active job.
- Complete the online form, providing as many details as possible about the position.
- Carefully complete the required fields to help us have accurate information for students.

Register for a Career Fair
- Under “Career Fairs and Events” search for “Career Fairs.”
- The list of events employers can register for will appear.
- To register immediately, click “Register” next to your event.
- By clicking on the name of the career fair, you will get basic information on the event, including registration costs and our event confirmation packet. To then register, click the “Register Now” button.
- Complete the registration form, paying close attention to required fields. Continue to the next page to add additional recruiters.
- The final page will be your payment section. Complete the information and choose save.
- Once the Career Center approves your registration, you will receive a confirmation email.

Schedule Campus Interviews
- Go to My On-Campus Schedules and choose “New Schedule Request.”
- Choose the type of interview schedule you like and request three possible dates. In this section you can also request an information session during your visit. Choose Save and Continue.
- Input the appropriate job information for your interview date request.
- Submit the request. Our office will contact you with your interview date and discuss any additional requests you have.

Search Student Resumes and Access Resume Books
- To search student resumes, use the “Search Students” tab for all active users.
- The “Resume Book” tab provides access to books we create for specific majors and Colleges.
Developing Internships with Georgia College

Why recruit an intern?
Internships are an excellent way to incorporate fresh perspectives into your organization and to give back to an industry by developing a student’s skills and knowledge through practical experience. In addition, hiring interns is a great way to create a pipeline of talent into your organization for future full-time openings.

What qualifies a position as an internship?
An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths. Internships give employers the opportunity to guide and evaluate talent.


Are interns required to be paid?
In order for your for-profit company to be in full compliance with The Fair Labor Standards Act, it is always in your best interest to offer at least minimum wage to interns. Students receiving academic credit through the university may be able to do an internship without compensation if following the conditions set forth in the Fair Labor Standards Act. The student’s academic department will need to approve the internship site in order for the student to receive academic credit. A fact sheet regarding internship programs under The Fair Labor Standards Act can be found here: http://www.dol.gov/whd/regs/compliance/whdfs71.htm

How can I promote internships at my organization to GC students?
Organizations can post internships and other opportunities through Career Connection. Organizations can also promote internship opportunities on campus at our career fairs and information sessions. For more information about recruiting on campus, please contact the Career Center.

My organization has never hired an intern before, how do we get started?
An internship should provide hands on learning opportunities to the student under the guidance of a supervisor who can serve as a mentor and coach throughout the internship. Creating an internship in your organization may be easier than you think. Career Center is happy to work with you in determining how an internship program would meet your organization’s goals.

Do students receive academic credit for their internship?
Many students elect or are required to receive academic credit for their internship experience. However, students may complete a paid internship without receiving academic credit.

Some majors that provide academic credit for internships include:
Arts and Sciences: Art, Biology, Chemistry, Criminal Justice, English, Environmental Science, Geography, History, Liberal Studies & Philosophy, Mass Communication, Political Science, Psychology, Sociology, Theatre
Business: Accounting, Business Administration, Computer Science, Economics, Logistics & Supply Chain Management, Management, Management Information Systems, Marketing
Health Sciences: Athletic Training, Public Health, Exercise Science, Music Therapy, Outdoor Education
The School of Nursing and the College of Education: Pre-arranged clinical and student teaching placements
For more information, contact a member of the Employer Relations & Internship Team.

Georgia College Career Center
110 Lanier Hall, Campus Box 42
Milledgeville, GA  31061
career.center@gcsu.edu | 478-445-5384
www.gcsu.edu/career