

Center for Career and Civic Engagement Employer Services

The Moravian College Center for Career and Civic Engagement provides a comprehensive array of services to assist companies and organizations with their recruitment needs.

RECRUIT MORAVIAN COLLEGE STUDENTS

As the sixth-oldest college in America, Moravian College is rich in history and excellent at educating tomorrow's leaders. The College integrates liberal arts education to prepare students for life. Moravian aims to give its students a foundation for careers, for continued lifelong learning and for a values-oriented approach to society. Today, the College educates a socially and religiously diverse group of students from a variety of socioeconomic, religious, racial and ethnic backgrounds and from about 25 states and 10 foreign countries. Whether you are recruiting Business and Economics students, Science students, Fine Arts students, or Liberal Arts students, you will find that Moravian College students are top-notch leaders that will positively impact your organization.

POST JOB/INTERNSHIP OPPORTUNITIES FOR YOUR ORGANIZATION

Hound Hire Link, powered by NACElink, is an online service that will support your recruiting needs. Please visit www.moravian.edu/career and click on Hound Hire Link to create or login to your account.

ON-CAMPUS RECRUITING PROGRAM

Employers who wish to interview Moravian College students on campus are encouraged to register early for both fall and spring recruiting schedules. Interviews are typically held from October through November and from February through April. To register for on-campus recruiting, simply call the Center at 610-861-1509 or email us at thecareercenter@moravian.edu.

The Center for Career and Civic Engagement may request that you use alternate means to recruit based on various factors.

The Center for Career and Civic Engagement can provide assistance with accommodations for information sessions or receptions prior to your interviews, and will notify appropriate students, faculty, staff and student organizations. On your interview day, lunch and parking will be provided.

RESUME REVIEW REQUESTS

Recruiters are able to access specific resume books related to their hiring needs. These allow you to search for qualified candidates and invite them to apply for current positions available in your organization. Specific instructions for reviewing resume books are available on Hound Hire Link at www.moravian.edu/career.

Additional information about resume review policies is available by viewing Moravian College Recruiting Policies and Guidelines.

Please note: Third party recruiters are not able to view resume books.

PARTICIPATE IN EVENTS AND PROGRAMS

Job, Internship and Volunteer Fairs

The Moravian College Volunteer & Internship Fair takes place in September. This event specifically targets students looking to obtain hands-on learning experiences such as internships and volunteer opportunities. Please visit the Center for Career and Civic Engagement website and click on Employers for registration information.

Moravian College participates in the Lehigh Valley Collegiate Career Expo that takes place in February at the Holiday Inn Fogelsville. Please visit lvcce.org for further information.

The Moravian College Career & Internship Fair takes place in the spring semester. This event specifically targets new graduates as well as students seeking internships, volunteer opportunities, part-time employment and full-time employment. Please visit the Center for Career and Civic Engagement website at Moravian.edu/career and click on Employers for more information.

Information Sessions

Information sessions can be a great way to present background information and career opportunities in your organization and industry. Information sessions are typically held as Lunch & Learn brown bag discussions, but can be tailored to meet the needs of individual employers. If interested in hosting a Lunch & Learn, session please contact the Center for Career and Civic Engagement.

Information Tables

Employers are able to coordinate one information table per semester to distribute information about their organization to the campus community. Information tables are housed in the Hauptert Union Building, typically over the student lunch hours from 11am-1pm. If you are interested in arranging an information table, please contact the Center for Career and Civic Engagement.

Career Connections Externship Program

Externships are designed to allow students observational experiences with a professional at their place of work while experiencing a “day in the life” in the host’s career. These experiences are meant to help the students gain an understanding of what the daily responsibilities include in the careers of professionals.

Externships typically take place over Winter Break and registration begins the prior fall. If interested in participating as a host for an externship, please visit www.moravian.edu/career and click on Employers to fill out a brief registration form. A member of the Center for Career and Civic Engagement team will contact you about your participation.

Share Your Expertise

Students greatly benefit when they learn from professionals in their fields of interest. In addition to opportunities listed above, there are many other opportunities to connect and share your experiences. The Center for Career and Civic Engagement welcomes your participation in professional development opportunities aimed at educating students. Programs such as Backpack to Briefcase, career networking receptions, informational interviews, class presentations and shadowing opportunities take place throughout the year. If you are interested in sharing your knowledge with current students, please contact the Center for Career and Civic Engagement.



Moravian College Center for Career and Civic Engagement

Hauptert Union Building

www.moravian.edu/career
thecareercenter@moravian.edu

610-861-1509



Moravian College encourages persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation regarding physical accessibility, please contact the Center for Career and Civic Engagement at 610-861-1509 at least one week prior to an event.