

# MORAVIAN COLLEGE

## COMMUNITY PARTNER AND RECRUITMENT SERVICES GUIDE



MORAVIAN  
COLLEGE

# CENTER FOR CAREER AND EMPLOYER SERVICES



As America's sixth-oldest college, Moravian College has been pushing boundaries in small ways that have big, lasting impacts since 1742. That's when a 16-year-old girl founded the College as the nation's first school to educate women. More than 275 years later, Moravian College gives 1,800 undergraduates eye-opening, heart-racing ways to discover their own little revolutionary spirits.



# AND CIVIC ENGAGEMENT



The Moravian College Center for Career and Civic Engagement provides a comprehensive array of services to assist companies and organizations with their recruitment needs. Consider this guide your ultimate resource to sharing your career, internship, and service opportunities with our capable students.



## Why recruit Moravian College students?

Moravian College believes in the freeing power of the liberal arts, which means our students have the power to own their education in and out of the classroom. It's not uncommon for our students to have an idea and make it a reality by building their dream club, major, or company from the ground up. **They bring that take-charge, self-motivated spirit into the workplace.** Our students don't just learn how to study—they learn how to learn. Even more, they're ready to learn how they can make a difference as a member of *your* team.



# RECRUITING & INSPIRING OUR STUDENTS

## ON-CAMPUS RECRUITING PROGRAM

Want to interview Moravian College students on campus? Interviews are typically held October through November and February through April, and we suggest registering early for both recruiting schedules.



**TO REGISTER** | Call: 610-861-1509  
EMAIL: [careercivic@moravian.edu](mailto:careercivic@moravian.edu)

We can provide assistance with accommodations for information sessions or receptions prior to your interviews, and we'll notify the appropriate students, faculty, staff, and student organizations. On your interview day, lunch and parking will be provided.



# Job, Internship, and Volunteer Fairs

## Moravian College Volunteer & Internship Fair

*When:* Fall Semester

*Where:* On Campus

*Who:* Current students looking for hands-on learning experiences

*How to get involved:* Visit **[moravian.edu/careercivic](http://moravian.edu/careercivic)** for more information

## Moravian College Job & Internship Fair

*When:* Spring Semester

*Where:* On Campus

*Who:* Soon-to-be graduates and current students seeking internships, volunteer opportunities, and part-time and full-time employment

*How to get involved:* Visit **[moravian.edu/careercivic](http://moravian.edu/careercivic)** for more information





Be sure to stay in touch via our website, social media, and email throughout the year for more opportunities to interact with Moravian College students.



Facebook: **Moravian College Center for Career and Civic Engagement**

Twitter: **@mccareercivic**

LinkedIn: **Moravian College Center for Career and Civic Engagement Houndlinks**

Instagram: **@mccareercivic**

## INFORMATION SESSIONS AND TABLES

Information sessions and tables are a great way to present your organization and your industry to a group of sharp, interested job seekers. Information sessions are usually presented in the form of a Lunch and Learn discussion, and tables are typically set up from 11:00 a.m. to 1:00 p.m. during student lunch hours.

Please contact the Center for Career and Civic Engagement if you are interested in arranging an information session or table.

## SHARE YOUR EXPERTISE!

Our students benefit when they learn from professionals working in their field of interest. In addition to the opportunities mentioned here, we welcome your participation in the many professional development opportunities throughout the year, including:

- **Backpack to Briefcase**
- **Career Networking Receptions**
- **Informational Interviews**
- **Class Presentations**
- **Shadowing Opportunities**









# RECRUITING POLICIES & GUIDELINES



PROUD MEMBER OF THE  
NATIONAL ASSOCIATION OF  
COLLEGES AND EMPLOYERS

Moravian College is a member of the National Association of Colleges and Employers and abides by their standards for professional and ethical behavior. In an effort to be supportive of the needs of students and employers, Moravian College encourages everyone to abide by the Department of Labor's Fair Labor Standards Act. There is much discussion taking place around the country regarding internships, and we encourage everyone to be informed about changes that may occur.





## POSTING YOUR OPPORTUNITIES

*Start early and develop a relationship with the Center for Career and Civic Engagement!  
We encourage our students to apply for opportunities 6 to 8 months in advance.*

## JOBS AND INTERNSHIPS

We invite you to use our opportunity posting system, Handshake. You can find the Handshake link on our website, [\*\*moravian.edu/careercivic/employers/recruit\*\*](https://moravian.edu/careercivic/employers/recruit).

## CIVIC ENGAGEMENT

For service opportunities, GivePulse is a community of volunteers, professionals, civic leaders, and service learning students. Please visit [\*\*moravian.edu/careercivic\*\*](https://moravian.edu/careercivic) and click on the Service Opportunities button to explore our opportunities and post your own.

## APPROVAL FOR REGISTRATION AND ADVERTISING COMMUNITY SERVICE, INTERNSHIP, AND FULL-TIME OPPORTUNITIES

There is no cost associated with registering and advertising positions to students and alumni. We ask that all employers self-register on Handshake and upload postings for your organization. The Center for Career and Civic Engagement is not always able to post positions for employers on our system due to the high volume of inquiry.

# FOR MORE INFORMATION

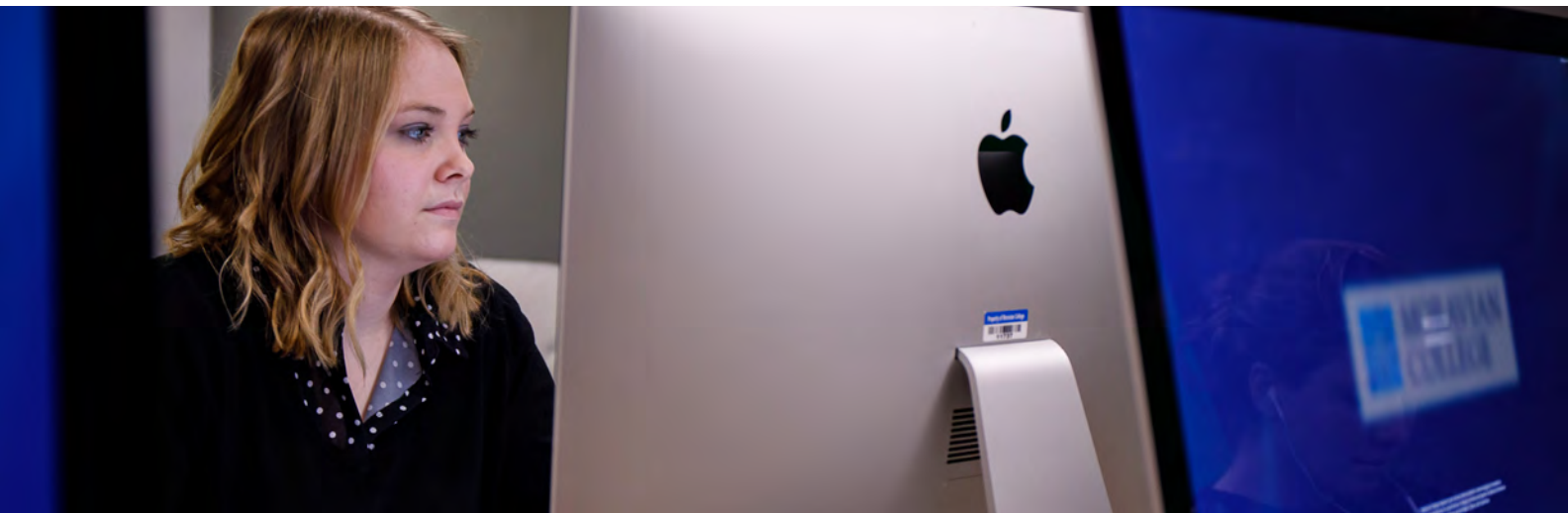
On what to include in your position description and to view a complete list of our recruitment policies, please visit [\*\*moravian.edu/careercivic/employers/recruit\*\*](https://moravian.edu/careercivic/employers/recruit).

# EXPERIENTIAL LEARNING

## WHAT DO WE CONSIDER AN INTERNSHIP?

We go by the definition of an internship set by the National Association of Colleges and Employers:

- The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
- The skills or knowledge learned must be transferable to other employment settings.
- The experience has a defined beginning and end and a job description with desired qualifications.
- There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
- There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
- There is routine feedback by the experienced supervisor.
- There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.







## Miles Molerio '20

### Self-Designed Gender Theory Major

Internship: **Bradbury-Sullivan LGBT Community Center**

The connection to this internship and my education was really strong. My internship taught me how to educate others on the needs of the LGBTQ+ community, and how to have conversations with people from diverse backgrounds. Moravian provided numerous special topic courses that directly address LGBTQ+ issues that prepared me for this experience which, in the end, made me an even more effective intern. I've grown as a person, I process information better, and my communication skills are more developed through this experience. I definitely feel like a stronger candidate for future positions.

BRADBURY-SULLIVAN  
LGBT COMMUNITY CENTER  
Serving the LGBTQ+ Community



## Justin Vatti '20

### Political Science Major

Internship: **United Way of Greater Lehigh Valley**

This internship gave me the opportunity to review policy and procedures in order to help the community. United Way supports members of our community who come from all walks of life, and seeing the data on how UWGLV benefits and progresses members of the community was truly humbling. I'm so happy Moravian helped me understand diversity and inclusion so I could fully understand poverty levels, CHIP, and some of the other areas I worked on during my internship. I further learned how to research effectively in order to produce data, like the case study I ran about K-12 schools and districts.

## TYPES OF INTERNSHIPS

**Paid Internship:** Students may receive payment in the form of a stipend (given in one or more payments) or at an hourly rate. There may be other ways to obtain compensation, such as reimbursement for travel, housing, or other living expenses.

**Unpaid Internship:** The same as all other experiences but without monetary compensation. We encourage everyone to abide by the guidelines set forth in the Fair Labor Standards Act in relation to this type of experience.

**Academic Credit Internship:** Students interested in academic credit will work with a faculty advisor and their on-site supervisor to ensure they are meeting Moravian College guidelines. Required paperwork should be obtained by the student through the registrar's office.

**Community Partner Internship Program and Alumni Stipends:** Students can apply to receive payment for otherwise unpaid internship opportunities through the generous donations of alumni and community organizations.

*Please note an internship can be both paid and credit-bearing.*

## FOR MORE INFORMATION

On internship policies, procedures, and requirements for academic credit internships, visit [moravian.edu/careercivic/employers/recruit](https://moravian.edu/careercivic/employers/recruit).



## **CAREER CONNECTIONS EXTERNSHIP PROGRAM**

Externships are designed to provide observational experiences with professionals at their workplace. These experiences are meant to help students gain an understanding of the daily responsibilities of a specific career. Externships typically take place over winter break with registration beginning the previous fall.

Interested in hosting an externship? Please email [careercivic@moravian.edu](mailto:careercivic@moravian.edu) for a registration link.

## **COOPERATIVE EDUCATION**

Co-ops provide a hands-on learning opportunity for students to apply classroom theory to closely supervised, academically relevant professional work. During a co-op experience, students work on-site full-time while earning a full semester of academic credit—they are immersed in the world of work while making progress towards graduation.



# CIVIC ENGAGEMENT AT MORAVIAN COLLEGE

When students engage in community service, they learn teamwork, job responsibility, self-reflection, and leadership while serving local needs. The Center for Career and Civic Engagement connects students to a wealth of volunteer opportunities—including yours. Here are some of the programs you can get involved in.



## HERITAGE DAY

Heritage Day is a celebration of Moravian tradition, community, and service. The daylong event is an opportunity for the entire college community to learn about the founders of the college and our cultural heritage and to perform service hours at dozens of local partner sites.

As we continue to expand opportunities for participants, we are always interested in diversifying projects for meaningful experiences. We would be happy to meet with you to determine your organization's needs and to design a project that aligns with the day.



## THE 1742 EXPERIENCE

This unique freshman pre-orientation program in August engages a select group of incoming students in a full week of service activities with local partners prior to the start of classes, with volunteer efforts continuing throughout the academic year. We are always looking for new projects for our students!

## THE CIVIC ENGAGEMENT FELLOWSHIP

This fellowship places a student (or students) with one organization to complete 200 service hours over the course of an academic year.

## ON-CAMPUS CIVIC ENGAGEMENT ORGANIZATIONS

Our campus chapters of Habitat for Humanity and Gamma Sigma Sigma are always looking to engage with local and national partners. Additionally, our alternative winter and spring break experiences are another opportunity to partner with us. We continue to explore meaningful and impactful opportunities for our students!

Please contact the Center for Career and Civic Engagement to learn more.

