COM/SPT Career & Internship Faculty and Staff FAQ:

Q: **Who is on the COM/SPT/iMedia careers and internships team?**
A: This is your careers and internships team (CIT) with all of their contact information.

Q: **Where are job and internships posted?**
A: Jobs and internships, along with upcoming events and resources, can be found on the Elon Job Network.

Q: **How can students and recent alumni make an appointment?**
A: Students can schedule appointments online via EJN. Appointments can be scheduled M-F 8am-5pm EST. Drop-in hours (10-15 minute meetings), no appointment needed, are also available (check SPDC website for hours and locations).

Q: **If an alum, colleague or employer reaches out to me with a job or internship opportunity to share, who do I send it to?**
A: The CIT has someone dedicated to employer relations. This person will upload the opportunity to the Elon Job Network and share with advisors.

Q: **I have a company that wants to do an info session on campus, attend a career fair, or somehow start to engage with SPT/COM/iMedia students; who do I send them to?**
A: The CIT has someone dedicated to employer relations.

Q: **My COM student needs their for-credit internship completed. Where is information on how to do this?**
A: COM students can find for-credit internship information here. COM students can make an appointment with the director of internships here. COM students can register for internship credit here. SPT students will need to reach out to Dr. Cara Lucia.

Q: **Where can my student get basic COM/SPT/iMedia career resources online (e.g. resume samples, mock interview questions).**
A: COM/SPT/iMedia specific resources can be found here. General career guides and resources can be found here.

Q: **I’d like to schedule someone to come present to my class on internships or careers (e.g. intro to COM/SPT/iMedia careers, resumes, interviewing, internship search, job search, portfolios); how to I schedule this?**
A: The senior associate director can coordinate any class presentation you’d like.

Q: **Who do I reach out to to discuss career and internship programming ideas for my department (e.g. alumni panels, career skills presentations, needed resources)?**
A: The senior associate director is more than happy to meet with you to discuss the needs of your students and ideas for collaboration and future programming.

Q: **I have an alum, 5+ years out, that needs career help. Who do I send them to?**
A: CIT has someone that assists alumni with career needs.

Q: **I need help finding an alum to speak to my class.**
A: The Director of School of Communications Student Engagement and Alumni Affairs can assist you with finding and contacting alumni.

Q: **When I hear about an alum getting a new job, to whom should I send that information?**
A: Please send alumni job updates to both Director of School of Communications Student Engagement and Alumni Affairs and Program Assistant, School of Communications, so they can update the alumni list kept on file.