

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 to 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](#) and [Program Assistant, School of Communications](#), so they can update the alumni list kept on file.