Guide To Recruiting

Career services and programs for employers

Career Services
Founders Hall, Bldg. 2
Suite 1100
904-620-2955
Welcome To UNF Career Services

Dear Colleague:

Career Services is a full-service career center providing comprehensive career services, programs, and resources designed to help employers successfully recruit UNF students and graduates. In addition to our Employer Relations/Customer Service team, we have career coordinators serving as liaisons to each of our four colleges. These college liaisons can help you "navigate" the colleges making connections with faculty and student organizations and helping you coordinate presentations.

Our Employer Relations team is available to help you create a recruiting plan, develop a strong presence on our campus, and help you attract qualified students for your job, co-op, and internship career opportunities.

We are excited about the future especially since our move into a newly renovated center in Founders Hall, Building 2. This new facility enables us to better facilitate your recruiting efforts at UNF. The new center also provides a number of naming opportunities and I invite you to consider sponsoring a room in the new center.

On behalf of the Career Services staff, we appreciate your interest in recruiting UNF students and graduates and we look forward to developing a strong working relationship with you and your organization.

Sincerely,

Rick Roberts
Director, Career Services
Who To Contact:

Our Employer Relations / Customer Service Team looks forward to developing a strong working relationship with you and your organization. Here’s who to contact for assistance:

For technical assistance with Career Wings (posting jobs, resume referrals, on-campus interviews, etc.)
Ann Lelis
Recruiting Assistant
a.lelis@unf.edu
(904) 620-2952
For help registering for job fairs, and major career events.

Jackie Pruett
Events Coordinator
jackie.pruett@unf.edu
(904) 620-2958

Maria Castro
Liaison to College of Education and Human Services
maria.castro@unf.edu
(904) 620-2955
For assistance recruiting students/majors in the College of Education and Human Services.

Rachel Martin
Liaison to Brooks College of Health
r.martin@unf.edu
(904) 620-2955
For assistance recruiting students/majors in the Brooks College of Health.

Valarie Robinson
Liaison to College of Arts and Sciences
vrobinso@unf.edu
(904) 620-2955
For assistance recruiting students/majors in the College of Arts and Sciences.

Rick Roberts
Interim Liaison to College of Computing, Engineering and Construction (CCEC)
rtrobert@unf.edu
(904) 620-2955
For assistance recruiting CCEC students/majors.

For an overview of ALL employer services and for help developing a comprehensive recruiting plan.

Rick Roberts
Director, Career Services
rtrobert@unf.edu
(904) 620-2955

For Assistance recruiting College of Arts and Sciences students for Internships.

Brooke Hammon
Employer Relations Coordinator
brooke.hammon@unf.edu

Career Services
University of North Florida
1 UNF Drive
Building 2, Suite 1100
Jacksonville, FL 32224-7699
(904) 620-2955
http://www.unf.edu/careerservices

DISCOVER THE CAREER IN YOU!
Information Tables
An information table provides the opportunity to talk informally with students about your organization and opportunities. **It typically is recommended for those organizations who are recruiting for all majors and/or part-time employment.** An information display at a table may be setup in the Student Union Plaza or in the lobby of the Engineering and Sciences building or at the Brooks College of Health. Contact us at least 2 weeks in advance in order to process your reservation. **Fee:** $3 parking pass fee.

Information Sessions
Meet with a group of interested students/alumni and present pertinent information about your organization. **An information session is typically recommended for employers who are targeting a specific college or group of students and/or for those recruiting for full-time, part-time or internship positions.** The session may be held at a convenient location on-campus before interviews or also as a stand-alone strategy to market your organization and career opportunities. Contact us at least 2 - 3 weeks prior to the event in order to give us time to advertise to students and secure your reservation. **Fee:** Possible minimal fee depending on location and $3 parking pass fee.

On-Campus Interviews
Interview qualified students and alumni on the UNF campus. We offer interviews by pre-select (pre-screening of resumes) and by open scheduling. **Scheduling is available:** September to November, January to April and June to July. Contact us at least 2 - 3 weeks in advance in order to secure your reservation. **Parking pass is provided.**

Networking Socials
Consider hosting a networking “social” or pizza party, if you are interested in a more casual and informal environment to meet and interact with our students. **A social is typically utilized if you are recruiting a specific college or group of students or recruiting for full-time, part-time or internship positions.** Socials are more of a “meet and greet” type of event and may be hosted in on-campus restaurant (such as the Boathouse Grill). Whenever possible, we will arrange for a student group or association to cosponsor the event. Contact us at least 2 - 3 weeks prior to the event in order to give us time to advertise to students and secure your reservation. **Fee:** Minimal fee varies per location, cost of food/refreshments, and $3 parking pass fee.

Targeted Mailings / Weblink
Career Services sends out targeted e-mail messages regularly to students/alumni inviting them to all upcoming on-campus recruiting activities, career fairs and any open-scheduled interviews. In addition to provide easy access to information about your organization, we can create a link on our webpage to your organization’s website.

Site Visit
Give students an insider’s view of your organization by hosting a site visit to your company. This is a unique way to showcase your company’s mission, facilities and organizational structure. Contact us at least a month in advance to plan and promote the site visit. **Employers are responsible for arranging transportation to and from UNF and for providing food and refreshments for students.**

Need Help or More Information
Contact **Ann Lelis**, Recruiting Assistant, for questions regarding Career Wings registration, job postings and for assistance with your on-campus recruiting needs at CareerWings@unf.edu or by phone at (904) 620-2952.
The University of North Florida and Our Students
The University of North Florida (UNF) is one of the 11 publicly funded institutions of higher learning in Florida and is among the 30 largest employers in the greater Jacksonville area. At UNF, our students are also not “typical.” They are more mature and more serious about their college education. Student ages range between 20 to 75 years old with an average age of 26. Over 60% of students also hold full-time jobs and attend classes that best conform to their schedules.

Equal Opportunity / Affirmative Action
The University of North Florida maintains compliance with the goals of Affirmative Action and Equal Employment Opportunity programs. All employers must provide an acknowledgment of compliance before recruiting at the University of North Florida.

Online Recruiting System – Career Wings (powered by CSO)
Career Wings is UNF’s online college recruitment system that offers a user-friendly interface for employers to post jobs online, access resume books and more. All on-campus recruiting is managed through this system including registration for all career fairs and events.

Job / Vacancy Posting
Our online recruiting system, Career Wings gives you the ability to post any career opportunities, internships, full-time employment and/or part-time jobs online 24/7. Best of all, there is NO CHARGE for job postings at UNF. Your job listing includes the position description, desired candidate qualifications, and recruiting dates for this position. Students and alumni may view this information, post their resume for your review, and include other documentation required by employers.

Job Fairs & Other Recruiting Opportunities

Major Job Fair/ Employer Showcases
Exchange information with hundreds of UNF students and alumni about internships, full-time and part-time jobs, and/or co-op opportunities. These job fairs are held in the Fall and Spring of each year. We encourage all students (freshmen, sophomores, juniors, and seniors) and recent graduates to explore career opportunities, learn about organizations and further develop their career networks. The Osprey Career Fair is the kick-off event for on-campus recruiting each semester. The UNF Alumni Job Fair specifically targets UNF alumni and recent graduates for primarily full-time employment opportunities.

- Osprey Career Fair (held in September and February)
- College of Computing, Engineering and Construction (CCEC) Employer Showcase (held in October and March)
- Physical Therapy Job Fair (held in November)
- UNF Alumni Job Fair (held in May)
- Education Job Fair (held in April)
- Health Career Fair (held in April)

Other Events & Programs
We host additional events and programs throughout the academic year that provide employers with opportunities to participate and increase their campus visibility such as targeted career and academic fairs, workshops and speaker panels. For a complete listing and more details about upcoming Career Services’ events, please visit our website at: http://www.unf.edu/careerservices

- Graduate & Professional Schools Fair (held in October)
- Pre-Law Day (held in October)
- UNF Majors/Minors Fair (held in late March)

Questions or More Information
Contact Jackie Pruett Events Coordinator, for assistance or more information about upcoming Career Services’ events at
HOW TO: Register for Career Wings and Job Postings

STEP 1: Register on Career Wings
1. Go to: http://www.unf.edu/careerservices
2. Click on “Employer Main Page”
3. Then click the Career Wings – Employers logo (in green) or go directly to employer login page: https://www.myinterfase.com/unf/employer
4. This will take you to the Career Wings page.
5. For first time registration, click “Employers New to Career Services Click Here” button.
6. Check to see if your company/organization already has a profile—under “Find Your Organization,” type in the name of your organization. If your organization is in system, it will be listed in this box. If your organization is listed, click on “Continue” button. If organization is not listed, click on “Can’t find your organization?”.
7. This takes you to the registration page.
8. Complete the “Employer Information” section. Be sure to complete all fields marked with a red asterisk (*). These are required fields. Fill in the “Contact Information” section. Your user name is your complete email address. Create a password that you can remember easily. When complete, click on “Register.”
9. Read the “UNF Regulations, Policies, and Procedures” for on-campus recruiting. All organizations recruiting at the University of North Florida are expected to abide by all policies.
10. Click on “Submit Profile”

STEP 2: Job Posting
1. Using the top navigation bar, use mouse and hover over “My Jobs” tab. Click on “New Job.” 2. Fill in “Posting Information”. Be sure to use the “Screen Options” drop down menu if you only want students who meet your requirements to apply.
3. Once you complete the information, click: Submit.
4. Your request then awaits approval by Career Services. Once approved, you will receive a confirmation e-mail.

Remember:
Career Wings also provides the opportunity to request other recruiting opportunities such as information tables or on-campus interviews, register for upcoming job fairs and more.

Please Contact:
Ann I. Lelis, Recruiting Assistant, for assistance in Career Wings Registration and Job Posting or for additional questions at CareerWings@unf.edu or by phone at (904) 620-2952.
Keys To Developing An Effective Recruiting Strategy:

- Utilize a variety of recruiting services and/or programs
- Maintain a high level of visibility and name recognition on-campus
- Get to know the Career Services staff. Help us to understand your hiring needs and recruiting preferences, so that we can assist you in developing the best strategy to achieve your goals.

Example of An Effective Recruiting Program

1. Evaluate various on-campus recruiting options and services in relation to your needs, then contact Career Services to discuss and determine the best course of action (based on your needs, interest, date requested, time, availability of rooms, etc.)

2. Request your On-Campus Recruiting (OCR) options via Career Wings and/or register for upcoming events.

3. Participate in a Job Fair/ Employer Showcase to promote your organization and your upcoming recruiting visit. Collect resumes and encourage students to apply for an interview.

4. Host an information session or social prior to your interview day to further market your organization to a targeted group of students and handle pre-interview applications, etc.

5. Manage your interview schedule via Career Wings and select candidates for interviews.

6. Visit the UNF campus to conduct interviews of those candidates selected.

OCR Basics

Things to remember when interviewing on-campus

Get To Know Our Staff
Contact us at least 3 weeks prior to your scheduled visit to give us time to advertise to students. Let us know your needs and we can help you customize your recruiting activities.

Preselect Students By The Designated Deadlines
Use the Career Wings system to select the students you want to interview. Verify your schedule at least 24 hours prior to your visit.

Arrive On Time
Parking on a large campus is always challenging so allow extra time to arrive on campus and find a parking space. Please arrive to Career Services office approximately 15-20 minutes prior to your first scheduled interview.

Park In Designated Areas
Prior to your visit, you will receive detailed instructions on where to pick-up a parking permit and where to park. Please observe all parking regulations. Career Services cannot “fix” parking tickets.

Bring Your Business Cards And Company Literature
Be sure to bring copies of your organization’s informational literature and your business cards to distribute to students.

Complete An Employer Evaluation
Help us to continually improve our employer services and programs by providing us with feedback about your recruiting experience at UNF.
UNF Colleges and Academic Majors

College of Arts and Sciences
6,949 Students*
Anthropology- BA
Art – BA
Biology – BS, MA, MS
Chemistry – BS
Child Psychology- BA, BS
Communication- BS
Criminal Justice- BA, MS
Economics- BA (Offered in Conjunction with Coggin College of Business)
English-BA, MA
Fine Arts-BFA
French Studies- BA
General Psychology- BA, BS, MA
History- BA, MA
International Studies- BA
Mathematics- BA, BS, MA
Mathematics Discrete Analysis- BS
Music Jazz Studies- BM
Music- BA
Music Education- BME
Music Performance- BM
Philosophy- BA
Practical Philosophy Applied Ethics- MA
Physics- BS
Political Science-BA
Public Administration- MPA
Sociology- BA
Spanish- BA
Statistics- BA, BS, MS

Coggin College of Business
3,088 Students*
Accounting – BBA
International Business – BBA
Accountancy – MACC
Human Resources – MHRM
Business Administration – MBA
Management – BBA
Economics – BBA
Marketing – BBA
Finance – BBA
Transportation & Logistics – BBA
Financial Services – BB

College of Computing, Engineering and Construction
1,362 Students*
Computer and Information Sciences – BS, MS
Construction Management – BS
Electrical Engineering – BSEE
Mechanical Engineering – BSME
Civil Engineering – BSCE
Building Construction Management – BS

College of Education and Human Services
1,714 Students*
Art Education – BAE
Music Education – BAE
Counselor Education – Med
Physical Education – BAE
Elementary Education – BAE, Med
Science Education – BAE
Middle School – BAE
Secondary Education – BAE
Mathematics Education – BAE
Special Education – BAE, Med
Educational Leadership – Med/EdD

Brooks College of Health
2,374 Students*
Athletic Training-BSAT
Health Science-Community Health-BSH, MSH
Health Science-Exercise Science- BSH, MSH
Nutrition and Dietetics- BS, MS
Health Administration- BHA, MHA
Nursing- BSN, MSN, DNP
Geriatric Management- MSH
Clinical Mental Health Counseling-MS

Undergraduate Enrollment: 13,722*
Graduate Enrollment: 1,735*
Post BACC and non degree: 915*
Total Enrollment: 16,372*

(* From 2011/12 Academic Year)
Recruiting students from the:

College of Education and Human Services

The College of Education and Human Services has long valued its role in the preparation of teaching professionals. The ever-broadening, increasingly diverse needs of society, however, have created a continuing demand not only for qualified teachers, but for other professionals as well. To help meet this demand, the college has expanded its programs. Students may now choose from a variety of career paths and programs including:

**Undergraduate Programs:**
- Pre-K/Primary Education
- Elementary Education
- Art (K through 12)
- Music (K through 12)
- Physical Education (K through 12)
- Exceptional Student Education (K through 12)
- Deaf Studies (ESE - K through 12)
- Mathematics/Science (Middle School Education)
- Biology (Secondary Education)
- Chemistry (Secondary Education)
- English (Secondary Education)
- Mathematics (Secondary Education)
- Physics (Secondary Education)
- Social Sciences (Secondary Education)
- Sport Management (Bachelor of Science in Sport Management)
  - Track: Sport Management
  - Track: Community Sport
- Mathematics/Science (Middle School Education)
- Biology (Secondary Education)
- Chemistry (Secondary Education)
- English (Secondary Education)
- Mathematics (Secondary Education)
- Physics (Secondary Education)
- Social Sciences (Secondary Education)
- Sport Management (Bachelor of Science in Sport Management)
  - Track: Sport Management
  - Track: Community Sport

**Graduate Programs:**
- Counselor Education
  - Track: School Counseling
  - Track: Mental Health Counseling
- Educational Leadership
  - Educational Leadership
  - Post Secondary and Adult Studies
  - Advanced Teaching and Learning
  - Instructional Technology
- Elementary Education (K-6)
  - Elementary Education (Initial Certification)
  - Professional Education
  - Teaching English as a Second Language
- Literacy (K-12)
- Secondary Education
  - Professional Education
  - Adult Learning
  - Teaching English as a Second Language
- Special Education
  - Exceptional Student Education
  - Disability Services
  - Deaf Education

**Doctoral Programs:**
- Doctor of Education Degree in Educational Leadership

**COEHS Student Organizations:**
- Council on Exceptional Children (CEC)
- Student National Education Association (SNEA)
- Association for Childhood Education International (ACEI)
- Sports Management Alliance (SMA)
- Sign Language Club (SLC)
- Collegiate Chapter of the National Association for Music Education (MENC)

**Contact:**

Maria Castro
Liaison, College of Education and Human Services
(904) 620-2955
maria.castro@unf.edu
Our students are more than just prepared for a job, they are educated in independent thinking, making sound judgments, acquiring new perspectives, written and verbal communication skills, adaptability to change and expanding horizons—all the hallmarks of a liberal arts education. To be liberally educated is to be transformed, after all, life is not divided into majors. Our graduates go on to do great things and the College of Arts and Sciences will continue to play a leading role in reinventing education to meet the growing demands of the information age.

Undergraduate Programs:
- **Anthropology** – BA
- **Art** – BA (tracks in Art History, Ceramics & Painting, Drawing and Printmaking)
- **Biology** – BS (tracks in Biomedical Sciences, Coastal Biology, Coastal Environmental Science, Ecology & Evolution Biology, Molecular/Cell Biology and Biotechnology and Medical Laboratory Sciences)
- **Chemistry** – BS (tracks in General Chemistry, Materials Chemistry, and PreMedical Professions)
- **Communication** – BS (tracks in Advertising, Electronic Media / Broadcasting, Journalism, and Public Relations)
- **Criminology and Criminal Justice** - BA
- **Economics** – BA
- **English** – BA (tracks in English and English-Drama)
- **Fine Arts** – BFA (tracks in Ceramics & Graphic Design & Digital Media, Painting & Drawing and Printmaking and Photography)
- **French Studies** – BA
- **History** – BA
- **International Studies** – BA (tracks in Asian Studies, European Studies, Foreign Language and Culture, International Relations & Comparative Politics, Latin American Studies, and Middle East and African Studies)
- **Liberal Studies** – BA
- **Mathematics** – BA, BS
- **Music** – BM (tracks in Jazz Studies & Music Performance, Classical Piano, Classical Voice, Harp, Strings, and Woodwinds, Brass & Percussion)
- **Philosophy** – BA (tracks General Philosophical Studies, Advanced Studies, Applied Ethics, Historical & Comparative Studies, Literary & Cultural Studies, and Legal, Political, and Social Studies)
- **Sociology**
  - **Master of Arts in History** (tracks in European History, United States History Thesis and Non Thesis)
  - **Master of Science in Mathematical Sciences** (tracks in Mathematics and Statistics)
  - **Master of Public Administration** (tracks in General Administration, Health Administration, National Security, Non Profit Management, and Local Government Policy & Administration)
- **Physics** – BS (tracks in General Physics, Astrophysics, Civil Engineering, Computing Emphasis, Electrical Engineering, Mechanical Engineering, and Pre-Medical Physics)
- **Political Science** – BA (tracks in General Political Science, American Politics, International Relations & Comparative Politics, Public Law, Public Administration& Public Policy, and Political Science (fast track to MPA)
- **Psychology** – BA, BS (tracks in General Psychology and Child Psychology)
- **Sociology** – BA (Tracks in General Sociology and Social Welfare)
- **Spanish** – BA
- **Statistics** – BA, BS

Graduate Programs:
- **Master of Arts or Science in Biology**
- **Master of Science in Criminal Justice**
- **Master of Arts or Science in Biology**
- **Master of Arts in English** (tracks in General English, Composition & Rhetoric & Creative Writing)
- **Master of Arts in Practical Philosophy & Applied Ethics**
- **Master of Science in Applied**

Center, Institutes, Programs:
- Biomedical Program
- Center for Community Initiatives
- Center for Criminal Justice Policy Research
- Center for Research & Consulting in Statistics
- Common Boundary Economics
- Environmental Center
- International Studies
- Liberal Studies
- Pre-Law Program
- Public Opinion Research Laboratory
- Religious Studies Program
- Florida Center for Public & International Policy
- University Gallery

Contact:
Valarie Robinson
Liaison, College of Arts and Sciences
(904) 620-2955
vrobins@unf.edu
The Brooks College of Health was established at the University of North Florida in 1988. Since its inception, the College has strived to play an integral part in the mission and vision of the University of North Florida by ensuring depth and quality in its graduate and undergraduate programs. Today, this mission has ensured that you will find few colleges with our dedication to student success, and our emphasis on excellence and innovation in teaching, scholarship, and service. The College is continually working to provide specialized programming in a wide range of health care fields. An integral part of each of these outstanding programs is the emphasis on quality time in clinical settings and laboratories, the use of the most up-to-date technologies, innovative research, and the opportunity for hands-on learning experiences. The University of North Florida’s Brooks College of Health prides itself in its role as a leader in the preparation of the highest quality health care professionals who are dedicated to serving the community and its patients.

**Undergraduate Programs:**
- Bachelor of Science in Athletic Training
- Bachelor of Science in Health (Track: Community Health)
- Bachelor of Science in Health (Track: Exercise Science)
- Bachelor of Science (Nutrition and Dietetics)
- Bachelor of Health Administration
- Bachelor of Science in Nursing (tracks: PreLicensure, Accelerated PreLicensure, RN-BSN)

**Graduate Programs:**
- Master of Health Administration
- Master of Public Health
- Master of Science in Health (Specialization: Geriatric Management)
- Master of Science (Specialization: Nutrition)
- Master of Science in Health (Exercise Science & Chronic Disease)
- Master of Science (Clinical Mental Health Counseling)
- Master of Science in Nursing (tracks: Primary Care Practitioner, Clinical Nurse Specialist, Clinical Nurse Leader, Nurse Anesthetist, RN-BSN Bridge)

**Doctoral Degree Programs:**
- Doctor of Physical Therapy
- Doctor of Nursing Practice

**Certificate Program:**
- Family Nurse Practitioner

**Contact:**
Rachel Martin
Liaison, Brooks College of Health
(904) 620-2955
r.martin@unf.edu
The College of Computing Engineering and Construction (CCEC) recognizes the importance of specialized accreditation for its degree programs. The undergraduate programs in computer science and information systems are accredited by the Computing Accreditation Commission of ABET. The civil, mechanical and electrical engineering undergraduate programs are all accredited by the Engineering Accreditation Commission of ABET. The building construction management program is accredited by the American Council for Construction Education (ACCE). The criteria applied by these agencies insure that our graduates are technically competent and also well-grounded in general education and liberal arts.

Undergraduate Programs:
- Computer and Information Sciences – BS, MS
- Construction Management – BS
- Electrical Engineering – BSEE
- Mechanical Engineering – BSME
- Civil Engineering – BSCE
- Building Construction Management – BS

Student Organizations:
- Association for Computing Machinery (ACM)
- Institute for Electrical and Electronics Engineers (IEEE)
- Association of Information Technology Professionals (AITP)
- National Society of Black Engineers (NSBE)
- American Society of Civil Engineers (ASCE)
- American Society of Mechanical Engineers (ASME)
- American Society of Heating, Refrigerating, and Air Conditioning Engineering (ASHRAE)
- Florida Engineering Society (FES)
- National Society of Women Engineers (NSWE)
- Associated Builders and Contractors (ABC)
- Construction Management Association (CMA)
- Associated General Contractors (AGC)
- National Association of Home Builders (NAHB)

Graduate Programs:
- Master of Science in Civil Engineering
- Master of Science in Electrical Engineering
- Master of Science in Mechanical Engineering
- Master of Science in Computer & Information Sciences

In addition to its nationally-recognized academic programs, CCEC offers students real-world educational experiences through UNF’s Cooperative Education Program and through employment or participation in the College’s many sponsored and applied research projects. The bedrock of any academic program is its faculty. CCEC has exceptional faculty members in all of its programs. Their first priorities are teaching and the general welfare of their students.

Contact:
Rick Roberts
Interim Liaison, College of Computing, Engineering and Construction
(904) 620-2955
rtrobert@unf.edu
Brooks College of Health

- Seventy-four students enrolled in the college’s new doctoral program in physical therapy, and 23 enrolled in the new nursing doctoral program.
- The School of Nursing received the American Association of Colleges of Nursing Innovations in Professional Nursing Education Award. This award recognizes the work of member schools to re-envision traditional models for nursing education and lead programmatic change.
- The Master in Public Health Program was successfully awarded initial accreditation from the Council on Education in Public Health.
- UNF’s nurse practitioner students obtained a 100% pass rate on their national certification exams.
- As a way to provide students community-based transformational learning experiences, the college’s Nutrition Program makes volunteer work a part of its curriculum. For example, in 2008 a class of nutrition majors prepared hundreds of nutritious meals at the I.M. Sulzbacher Center for the Homeless, learning firsthand how to prepare meals in large quantities and oversee production while also meeting the community’s needs.

College of Arts and Sciences

- The college offered 16 study-abroad courses in 2007-08. In addition, the college conducted eight transformational learning opportunity (TLO) classes outside the United States and another five in the country. The University awarded funding for 10 College of Arts and Sciences TLOs for the 2008-09 academic year.
- Design work begins in 2009 on a new building to house the Biology Department. The building will feature state-of-the-art equipment and labs.
- Four hundred thirty-one COAS students participated in internships in 2007-08.
- The college’s faculty received $1,421,583 in grant funding for various studies and projects.

College of Computing, Engineering and Construction

- The college’s new M.S. degree programs in civil, electrical and mechanical engineering began in January 2008 with 21 candidates enrolled.
- A mechanical engineering faculty member received a $2 million grant from the Army to develop fuel cell-powered laptop computers for soldiers.
- The college’s unique video-based distance learning program offered 12 courses to 303 students in 2007-08, with the largest participation from the Construction Management Department. Enrolled students can watch lectures any time, any place and as often as needed via the Internet.
- With the support of the Florida Department of Environmental Protection, college faculty and students designed and deployed a buoy weather station for gathering weather information in the Atlantic Ocean near the coast of Jacksonville. The real-time information will be used in developing advance weather models to predict the interaction of sea breezes with land mass.

College of Education and Human Services

- The college offers a new master’s degree in educational technology leadership, which is the only degree at the University offered completely online. The program prepares students for professional roles in the administration of instructional technology in schools, colleges, universities and other settings.
- The college promotes school improvement through its award-winning Urban Professional Development School program, an innovative partnership between the COEHS and four diverse elementary and middle schools. The program offers on-site experiences to teacher education students, professional renewal for teachers working in schools and extra services to K-12 students.
- The college has developed a successful partnership with Marjon University in Plymouth, England, through which students majoring in teacher education can participate in international internships in schools in England. International internships are also offered in Belize.
- The college’s Poetry Stars after-school program, supported by the Cummer Family Foundation, offers reinforcement of reading and literacy skills to two preschools and two urban elementary schools through performance poetry.
- In just two years, the bachelor’s program in sport management has grown to more than 200 majors and minors, making it one of the fastest growing programs in the University. The program includes field-based practica and internships with professional sporting industry partners in Northeast Florida.
**Directions To UNF**

**From I-95 (North of Jacksonville):**
Take I-95 South. Exit and merge onto SR-9A N. Exit to the right for the UNF / St. Johns Town Center exit. Stay in the right-hand lane and merge right into the UNF campus.

**From I-95 N or U.S. 1 / Phillips Highway (South of Jacksonville):**
Exit right onto SR-9A E (Jax Beaches). Continue on SR-9A, which will turn into SR 9A N. UNF is approximately 9 miles ahead and on the right (past J Turner Butler Blvd). Exit to your right to merge onto UNF Drive.

**From I-10 (West of Jacksonville):**
Take I-10 East to I-95 South. Merge onto J Turner Butler Blvd E (SR-202) via exit #344. Turn left at the fork in the ramp (north). Take JTB to Kernan Blvd and exit right. Turn left onto Kernan Blvd and then turn left at the third light into the UNF campus.

**From Jacksonville International Airport:**
Follow signals to airport exit. Stay in the right lane and take I-95 South. Take exit 362A at SR-9A toward Blount Island. Continue on SR-9A and exit to your right at the UNF exit. Approximately 15 miles. Stay in your left-hand lane and turn left at the light as you enter the UNF campus.

**From A1A and the Jacksonville Beaches (East of Jacksonville):**
Take Atlantic Boulevard or Beach Boulevard west. Turn left onto Kernan Boulevard (south). UNF is south of Beach Boulevard on the right. OR Merge onto J Turner Butler Blvd W (SR-202). Exit right at Kernan Boulevard. UNF is ½ mile ahead on the left.

**Hotels:** for a listing of Preferred Hotel Providers and “UNF” rates, go to:
http://www.unf.edu/careerservices/employers/UNF_Information-Employers.aspx
As with all large universities, parking on campus is challenging. **All vehicles parked on the UNF campus MUST display a valid parking permit.** Career Services will reserve a parking permit when you visit the campus for on-campus recruiting activities and for all events. Prior to your visit, you will receive detailed instructions on where to pick-up your permit, notification if payment is needed ($3 per vehicle) and where on-campus you may park.

Please observe all parking regulations while visiting the campus. **Also be aware that parking is NOT allowed in Restricted spaces (i.e. First Floor of the Garages) or Designated spaces painted with orange stripes.** Parking in these areas will result in a parking ticket/fine.

**NOTE:** If you choose to disregard UNF parking regulations (i.e. by parking in a restricted or parking without a permit), you or your company assume all responsibility for parking tickets received. **UNF Career Services will NOT pay ANY parking fines or fees.**
Places To Eat On-Campus

- Student Union
- Wellness Center
- Library Atrium
- Alumni Square
- Osprey Fountains
- Building 16
Chick-Fil-A COMING FALL 2013
Will be located in Bldg. 8

Chop’d & Wrap’d features a variety of fresh chop’d salads and wraps made-to-order. Sushi is also available in the same venue.
Located in Bldg. 9
904.620.2233

Outtakes
Our upscale convenience market located offers a full line of grab & go gourmet sandwiches, soups, salads, hot and cold beverages, groceries and baked goods.
Located in Bldg. 9
904.620.2245

Starbucks provides high-quality whole bean coffees with fresh, rich brewed, Italian-style espresso beverages, and assortment of pastries and confections.
Located in next to the library in Bldg. 12
904.620.4262
The Boathouse
Classic-American Food * Beverage * Entertainment

A UNF tradition, kicked up with a modern flare. Whether you stop in for a quick bite or come to hang out with friends, you will find yourself in a fun, upbeat atmosphere enjoying classic American food, beverage and entertainment. Click here to see the menu.
Located on the second floor of the Student Union West.
904.620.3024

Quiznos Sub

Quiznos offers chef-inspired menu items, including traditional subs, grilled flatbreads, salads and wraps, and sub sliders. Click here to see the menu.
Located on the first floor of the Student Union West.
904.620.3013

Coyote Jack’s Grill

Enjoy fire-grilled burgers stacked on Jack’s special corn dusted buns and the best side kicks...irresistible fries, onion rings and sweet potato fries.
Located on the first floor of the Student Union West.
904.620.3012

Chick n Grill

“A tasty way to stay healthy”...Build your own bowl, wrap or salad. Then choose from over twenty toppings and don’t forget Chick’n Grill’s famous corn bread.
Located on the first floor of the Student Union West.
904.620.3110

Papa John’s

Papa John’s provides a menu that’s prepared with only the finest ingredients. From fresh vegetables to our never frozen, handmade original dough and superior-quality tomato sauce. All of the pizzas are made with zero trans fat.
Located on the first floor of the Student Union West.
904.620.3014

Outtakes

Our upscale convenience market located offers a full line of grab & go gourmet sandwiches, soups, salads, beverages, prepared goods, Wicked Spoon serves frozen yogurt and We Proudly Serve Starbucks.
Located on the first floor of the Student Union East.
904.620.3009
The Osprey Cafe is UNF's state-of-the-art resident dining facility where students can utilize their meal plan. Check out the stations below.

Located in Bldg. 16
904.620.5761

Feast on home-style entrees, meats from the carving, or go healthy with our vegetarian and vegan options.

Create your own specialty sandwich wrap and panini, or select from a variety of fresh baked goods.

Make your own waffle, toast a bagel or help yourself to some fruit and cereal in this family-style space.

See the new standard for salad bars! Choose from an array of hot and cold food items.

Enjoy pizza or casserole dish baked in the hearth stone oven, or by freshly prepared entrees, grilled items, and ethnic cuisines cooked right before your eyes.
Dear Colleague:

Career Services at the University of North Florida assists our students and alumni/ae in formulating career plans and implementing their job searches. Career Services also serves as a resource and information center by sponsoring a series of career programs on industries and discussions of career issues, offering workshops on career planning and job search skills, posting current job listings and internships, maintaining a career library, inviting employer organizations to recruit on-campus, producing informational handouts and coordinating student and alumni/ae networks.

In these times of rising costs and increased competition for tuition dollars, Career Services has begun forming partnerships with our friends in the corporate community to help support our career development and employment programs. Your gift to Career Services is an investment that will enable us to provide greater opportunities for both UNF students and sponsoring employers.

We invite you to become one of our distinguished “Career Partners,” an investor in our future. If you would like more detailed information about our employer services and programs, please contact me at (904) 620-2955.

Thank you for your continued interest in recruiting UNF students and graduates. We look forward to strengthening our working relationship with your organization.

Sincerely,

Rick Roberts, Director
Career Services
Career Services

Career Library

8 Interview Rooms

Multi-Purpose Room
Career Library Sponsorship
The Career Library serves as a resource for students to come and explore career options and access a wide range of information about career and employment opportunities. Your support as a sponsor of the Career Library would enable Career Services to remain up-to-date on the latest information and technology regarding careers. All sponsors would be recognized on a special TV display in the Career Library.

Career Library Naming Opportunity:
$2,500 Annual or $25,000 Permanent Sponsor

Resource Sponsorships:
- Platinum Sponsor — $2,500
- Gold Sponsor — $1,000 to $2,499
- Silver Sponsor — $500 to $999

On-Campus Interview Rooms
On-Campus Interview Rooms are used regularly by students and employers for interview meetings as well as faculty, staff, and students for educational and training purposes. A total of eight new interview rooms will be available for sponsorship in the new center.

Interview Rooms Naming Opportunities:
$1,000 Annual or $10,000 Permanent Sponsor (per room)

Multi-Purpose Room
The Multi-purpose Room will be used regularly by faculty, staff, and employers for information sessions, career workshops and other educational and training purposes.

Multi-Purpose Room Naming Opportunities:
$2,500 Annual or $25,000 Permanent Sponsor

Career Services Golf Cart
The Career Services Golf Cart will be used during employer visits, campus activities and would be on display at all events.

Golf Cart Naming Opportunities:
$7,500 for the lifetime of cart

Career Services Webpage Sponsorship
As a sponsor of one of Career Services’ main student pages, you can expect your advertisement to be seen by thousands of UNF students and graduates who access the website on a daily basis.

Student Main Page: $1,500 per year

http://www.unf.edu/dept/cdc
Sponsor A Student - Career Assistant or Peer Advisor
Each academic year, Career Services hires and trains a number of Student Career Assistants and Peer Advisors to provide one-on-one assistance to hundreds of UNF students and alumni. They are trained to help with resume critiques as well as connect students to the career programs and services that best suit their needs. They also play an integral role in our outreach to students.

A gift of $5,000 is enough to sponsor one Career Assistant or Peer Advisor for an entire academic year (August - May)

In return for your generosity:
- The sponsoring organization’s name will be recognized on a special display prominently located in our main office.
- Your organization’s logo will also be featured on the Career Services website.

Volunteer to Help Students with Resumes & Interviews
Career Services is always in need of professionals who would be willing to give of their time to assist with resume critiques and practice interviews. Just a few hours a day, could make a big impact in helping a student prepare for their future career.

Contact the Career Liaison for following colleges at (904) 620-2955 in order to find out more information or to sign-up and get involved.

Assistance is needed for the following colleges:
- Brooks College of Health
- College of Arts and Sciences
- College of Computing, Engineering and Construction
- College of Education and Human Services

Contributing to Career Services
Many employer organizations already make contributions to University of North Florida. You can designate that a portion of your overall contribution will support Career Services by referencing our Career Foundation Account: 04004202-00.

For questions or more information:
Please contact Rick Roberts at (904) 620-2955
Look For the “S.T.A.R.S”

The S.T.A.R. (Skills To Achieve Results) Program is a series of seminars, workshops, services, and events designed to help students develop employability skills and learn how to present themselves more professionally to potential employers. The goal is this program is to empower students to invest in their future career and ultimately be successful after they graduate from UNF.

Students who complete the program entirely receive a certificate of accomplishment as well as a special STAR PIN to be worn at all recruiting events on-campus.

S.T.A.R. Certification Program

S.T.A.R. 1 - Workshop / Job Search Basic Training: How to write Cover Letters, develop a resume and plan your Job Search campaign.

S.T.A.R. 2 - Workshop / Interviewing for Success: What to expect in a job interview, a review of questions to expect, and how to prepare.

S.T.A.R. 3 - Resume Critique: Have your resume or cover letters critiqued in Career Services.

S.T.A.R. 4 - Practice Interview: Set up a practice interview in Career Services to develop your interview skills to a higher level.

Students who complete the S.T.A.R. Program truly are a cut above the rest!

Want To Get Involved?
Employers are welcome to participate in the S.T.A.R. Program by volunteering time to do resume critiques or practice interviews.

Contact Career Services at (904) 620-2955 or e-mail CareerWings@unf.edu to notify us that you would like to help our students become S.T.A.R.S.
Career Services

Career Services is a full-service career center providing comprehensive career services, programs, and resources designed to help employers successfully recruit UNF students and graduates. We have career coordinators serving as liaisons to each of our four colleges. These college liaisons can help you “navigate” the colleges making connections with faculty and student organizations and helping you coordinate presentations.

Our Employer Relations team is also available to help you create a recruiting plan, develop a strong presence on our campus, and help you attract qualified students for your job, co-op, and internship career opportunities.

Career Services is an excellent resource to find qualified, highly motivated, job-ready candidates for employment. To help our graduates with their entry into the work force, we offer a comprehensive career planning and placement service for students and alumni at UNF. Students are encouraged to begin their career development in their freshman year and throughout all four years. The S.T.A.R. program in particular helps them to develop the skills needed for a successful job search.

Career Services
University of North Florida
Founders Hall, Building 2
Suite 1100
1 UNF Drive
Jacksonville, FL 32224-7699
(904) 620-2955
http://www.unf.edu/careerservices