



# CENTRAL CONNECTICUT STATE UNIVERSITY ANNUAL REPORT

2023 - 2024





# From the Director's Desk

Hello, Blue Devils,

Great news regarding salary rates: CollegeNET, Inc. ranked Central #36 out of 1,200 colleges and universities nationwide on its economic mobility index (SMI), and, among higher education institutions in Connecticut, Central holds the top spot!

Across campus, Central also boosted its career development resources and initiatives. Our increased outreach and programming supports all students, including our first-generation, international, and undocumented students.

## Here are some highlights:

- Central's Career Closet opened to assist students in dressing professionally.
- By Spring 2024, student interest in the Closet picked up dramatically, and an average of 30 students visited each semester to find attire for interviews and internships.
- Donations from faculty, staff, students, and local businesses like Travelers Insurance, Men's Discount Warehouse, Talbots, Secondhand Shop, and the CT Department of Transportation, helped expand our Closet past capacity in Carroll Hall.
- We instituted a new training for on-campus employers and started assisting Human Resources in completing on-campus employment paperwork.
- We hosted two Student Worker Job Fairs to help students find on-campus work each semester. *Looking for on-campus work this fall? Attend the Student Worker Job Fair on Tuesday, August 27, from 10am-1pm, in the Willard-DiLoreto Atrium to mingle with staff from Central offices and local employers who are hiring. Sign up on Handshake!*
- Nearly 87,000 new jobs were posted on Handshake this year!

Schedule a 1:1 coaching session by visiting our website. Don't wait! Data proves that when college students make job preparation a priority, they experience long-term professional success. Students and alumni are encouraged to also utilize our website resources 24/7. They include: self-assessments, interview prep, internship leads, and networking opportunities with employers and alumni.

Enjoy your summer -- and this inaugural annual report which details some of our work in enhancing student and employer engagement. Congratulations to the Class of 2024!

Sincerely,

PJ Rossitto, Career Development

# Services & Programming

**560**

Student Workers on Campus

**249**

Students Placed & Participated in  
Central's Work-Study Program

**820**

Student Appointments

**105**

Classroom & Club Presentations

**28**

In-Person, On-Campus Career Events

**500**

Employers on Campus

**2,443**

Students Reached via in-person  
Classroom/Club Programs

**1,177**

Followers on Instagram



# 2023 - 2024 By the Numbers

## Electronic Programs

**4,693**

New Accounts on Handshake, Focus2  
& Big Interview

**4,287**

Handshake Logins

**2,597**

New Employer Accounts on Handshake

**367**

Focus2 Assessment Users

**86,728**

New Job Postings on Handshake



## Our Employer Partners

**StanleyBlack&Decker**

**U.S. Electrical**  
Services Inc.

**SENTRY**  
COMMERCIAL  
CONSTRUCTION MANAGEMENT

**Hartford**  
HealthCare

**CAHS**  
Connecticut Association  
for Human Services

**LTIMindtree**

**cigna**  
healthcare

**GENERAL  
DYNAMICS**

**EVERSOURCE**



**Pratt & Whitney**  
An RTX Business



**COCC**



**RSM**

**THE  
HARTFORD**

*Thanks to our academic  
partners for their career  
collaborations this year!*

## Our Academic Partners

**Lisa Anne Frank, Dean  
School of Business**

**Steven Minkler, Dean  
School of Engineering,  
Science & Technology**

**Paula Talty, Interim Dean  
School of Education &  
Professional Studies**

**Robert S. Wolff, Dean  
Carol A. Ammon College of  
Liberal Arts & Social Sciences**

## New Initiatives: Central's Career Closet



Our Career Closet launched this fall. By Spring 2024, student visitors consistently ranked it a 5/5 on feedback forms. Suggestions for improvement included creating more space (thanks to so many donations!) and combining our closet with our headshot station. Student workers in the Career Development Office say they enjoy working in the Career Closet to curate outfits for students.



Don't need clothing or a head shot? Career Development also helps students to create compelling career marketing materials (resumes, cover letters, LinkedIn profiles). Don't forget to use action verbs in your job descriptors!



### Resume Action Verbs

- Expand
- Maximize
- Generate
- Accrue
- Convey
- Advise
- Correspond
- Consult
- Direct
- Facilitate
- Supervise
- Oversee



# CCSU

## Networking Night



Central's Student Networking Night on April 11, 2024, delivered fun and practical tips for students to network with employers. Co-sponsored with **Central's Office of Community Engagement and Social Research** and the **Greater New Britain Chamber of Commerce**, this event featured **Cathy Donahue**, CCSU Marketing professor and recipient of the **2023 Excellence in Teaching Award**, leading an interactive workshop for students and area professionals on how to make impactful intros. Students enjoyed practicing their new elevator pitches in real-time as they mingled from table to table with 20+ local employers.

The event was so successful, expect **two** networking events in the 2024-2025 academic year.

For more information on networking or mentoring with our employer partners, please reach out to the Career Development Office at 860.832.1615.

And, to learn more about the **\$3,000 Unpaid Internship Stipend Program** from Central's Office of Community Engagement and Social Research, contact Beth Merenstein, Associate Vice President for Community Engagement and Social Research at 860.832.3174.



# ARE YOU CAREER READY?



**1:1  
Career Coaching**



**Resume &  
Cover Letter  
Critiques**



**Self-Assessments**



**Career Events**



**Career Fairs**



**Employer Visits**



**Internship &  
Co-Op Searches**



**On-Campus Jobs**



**Work-Study Jobs**



**Graduate  
School  
Guidance**

**All appointments can be booked on our website.**

**If you are a faculty member or club volunteer who is interested in a career presentation or workshop, email PJ at [rossittop@ccsu.edu](mailto:rossittop@ccsu.edu).**

# CENTRAL'S CAREER RESOURCES



**Career Development Office**  
**860.832.1615**  
**[www.ccsu.edu/cdo](http://www.ccsu.edu/cdo)**



**Handshake**  
**[ccsu.joinhandshake.com](http://ccsu.joinhandshake.com)**



**Parker Dewey**  
**<https://info.parkerdewey.com/ccsu>**



**Focus2**  
**[www.ccsu.edu/careerdevelopment/assessments](http://www.ccsu.edu/careerdevelopment/assessments)**



**Big Interview**  
**<https://ccsu.biginterview.com/>**



**What Can I Do With This Major?**  
**<https://whatcanidowiththismajor.com/>**

# Meet the CDO Professional Staff



PJ Rossitto  
Director  
[rossittop@ccsu.edu](mailto:rossittop@ccsu.edu)



Valerie Wilson  
Assistant Director  
[vwilson@ccsu.edu](mailto:vwilson@ccsu.edu)



Audra Mika  
Career Coach  
[mika@ccsu.edu](mailto:mika@ccsu.edu)

# IDEAL CAREER TIMELINE

## FRESHMAN

- *Choose the right major*
- *Create an updated resume*
- *Part-time job / student worker*
- *Join 1+ club / organization*

## SOPHOMORE

- *Explore internships for the upcoming summer*
- *Attend employer events including career fairs & networking events*
- *Create or update LinkedIn account*
- *Get a professional headshot at CDO*

## JUNIOR

- *Explore options for 2nd internship*
- *Attend all CDO, employer or professional development events*
- *Visit CCSU Career Closet & get professional attire*
- *Build your professional network & make career connections*

## SENIOR

- *Create year-long plan for exit strategy*
- *Determine goal upon graduation: full-time, grad school, service learning...*
- *Start applying to FT positions at least a full semester in advance*
- *Network professional associations*



**OFFICE OF  
CAREER DEVELOPMENT**

DiLoreto 101 • 860-832-1615 • [careers@ccsu.edu](mailto:careers@ccsu.edu) • [ccsu.edu/cdo](http://ccsu.edu/cdo)

# Unlock Your Career Potential!

Career readiness is a foundation that broadly prepares college students to demonstrate the required key skills, or core competencies, which will allow them to succeed in the workplace and lifelong career management.

Competency	Definition	Example
 <b>Critical Thinking</b>	Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information	Manage time commitments and various responsibilities when the organization is short-staffed
 <b>Communication</b>	Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization	Take a public speaking course and utilize the writing center to exercise and develop these skills
 <b>Teamwork</b>	Build and maintain collaborative relationships to work effectively together, while appreciating diverse viewpoints and shared responsibilities	Challenge yourself to collaborate with other individuals in a group setting (i.e. intramurals, group project, leadership organization)
 <b>Technology</b>	Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals	Brainstorm ideas to help build and promote a digital presence for a department, office, or organization on campus
 <b>Leadership</b>	Recognize and capitalize on personal and team strengths to achieve organizational goals	Organize a fundraiser or new opportunities to recruit and lead others, or serve on a planning committee for a club/organization
 <b>Professionalism</b>	Know that work environments differ, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace	Manage stressful situations and keep a level head as a leader of an on-campus club/organization
 <b>Career &amp; Self Development</b>	Develop oneself and one's career through continual learning, awareness of strengths & weaknesses, navigation of career opportunities, & networking	Gain practical experience towards your professional goals through part-time work or internships
 <b>Equity &amp; Inclusion</b>	Demonstrate the awareness, attitude, knowledge, and skills to equitably engage people from different cultures. Engage in anti-racist practices	Take a humanities course outside of your typical academic program to engage in diverse experiences and dialogue



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# HOW DO I APPLY FOR AN ON-CAMPUS JOB I FOUND?

Apply directly through the Handshake position posting and follow the directions carefully, including sending all required application documentation to the correct departmental personnel.

If you need assistance preparing your resume or cover letter, practicing interview skills, or finding professional clothing in Central's Career Closet, please schedule an appointment at the Career Development Office for a resume/cover letter critique, mock interview, or a visit to Central's Career Closet. Contact info is found on the front of the pamphlet.

# HOW MANY HOURS ARE REQUIRED?

The number of hours depends on the department or the office. Assigned hours are limited during the academic semester but may be increased during semester breaks. Employment opportunities and hours may be limited because of budget or financial aid funding.

# WHICH OFFICES HIRE WORK-STUDY & STUDENT WORKERS?

- All Academic Departments
- Admissions
- Athletics
- Brotherhood
- Bursar's Office
- Career Development Office
- Community Engagement
- Continuing Education
- Dean's Office
- Financial Aid Office
- Learning Center
- Library
- RECentral
- Registrar's Office
- Residential Life
- Sodexo Food Service
- Student Activities & Leadership Development
- Student Affairs
- Student Center
- TechCentral
- Wellness
- Writing Center

**... and more!**

# HOW DO I FIND ON-CAMPUS JOBS?

Available listings of part-time on-campus jobs for students can be found in two ways:

## 1) Search Handshake.

Find the link on our website ([ccsu.edu/cdo](https://ccsu.edu/cdo)) for more information about how to activate your account and begin your search.

*For prospective students, scroll down and view positions through the open listing portal.*

## 2) Directly ask offices and departments if they are hiring.

University offices are not required to post on Handshake, so be sure to ask each office directly! In-person or through email is your best bet. Offices that commonly hire are listed in this pamphlet.

*Questions about seeking part-time on-campus employment may be referred to the Career Development Office at 860.832.1615.*

# WHAT SKILLS & QUALIFICATIONS ARE REQUIRED?

## Minimal Requirements

*All applicants must meet the following requirements to be considered for the position:*

- Matriculated in an undergraduate program
- Maintaining a GPA of 2.00 or higher
- Registered full-time for the current semester or next if on semester break
- Dependable and professional (punctual, trustworthy, dresses appropriately)

## Preferred Requirements

*The ideal on-campus employee possesses:*

- Excellent communication skills
- Attention to detail
- Ability to follow directions and work independently to meet deadlines
- Computer/E-mail/Internet skills
- Basic knowledge of campus buildings and offices

**FREE PROFESSIONAL  
CLOTHING & ACCESSORIES!**

# CENTRAL CAREER CLOSET



**MAKE AN  
APPOINTMENT!**

**TUESDAYS & THURSDAYS  
10AM-4PM**

**FRIDAYS  
12PM-4PM**



# OFFICE OF CAREER DEVELOPMENT

## OUR SERVICES

- 1:1 Career Coaching
- Resume/Cover Letter Critiques
- Job Search Strategies
- Interview Preparation
- Self-Assessments
- Career Workshops & Events
- Career Fairs
- Employer Visits
- Internship & Co-Op Searches
- On-Campus Jobs
- Work-Study Jobs
- Graduate School Guidance
- Free Headshots
- Career Closet

**NEED A JOB OR  
INTERNSHIP?**



**Use  Handshake**  
for all students & alumni

## CAREER FAIRS / EVENTS

**Part-Time & Student Worker Job Fair**

*Tuesday, August 27th*

**Accounting & Finance Fair**

*Tuesday, September 24th*

**All Majors Career Fair**

*Tuesday, October 8th*

**Computing & Digital Tech Fair**

*Thursday, October 10th*

**Manufacturing, Engineering, &  
Construction Management Fairs**

*October 2024*

# ***ATTENTION***

## **CCSU STUDENTS & ALUMNI**

**How do I get an internship?  
Where can I find a job?  
Are there co-ops?**

*The answer is...*

 **Handshake**

***Handshake is your source for...***

- Jobs, internships, volunteer & co-op opportunities based on your interests
- Connecting with employers from every industry
- Attending employer events
- Signing up for career fairs and workshops hosted by the CDO
- Finding resume resources, interview tips, and much more!



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**Sign up here!**

