



RECRUIT

UNIVERSITY OF MARY WASHINGTON

Your guide to on-campus recruitment



UNIVERSITY OF
MARY WASHINGTON

Center for Career and
Professional Development

Contact Us
University Center
Suite 206
540-654-5646
ccpd@umw.edu
www.umw.edu/careercenter



ON-CAMPUS RECRUITMENT

The Center for Career and Professional Development is the place where UMW's institutional capacities converge to support and inform student transitions from college to career and the world of work. The Center serves as a place where students, alumni, employers, and academic programs converge in a variety of programs, opportunities, and services related to career and professional development. Are you interested in recruiting or meeting students? Hosting office hours? Conducting interviews? Working remotely on our campus? Hosting a reception for a group of like-minded alumni? Using the Center and the living room as a space for an alumni gathering designed to connect with students? Contact us at 540-654-5646 or email ccpd@umw.edu.

Post a Job or Internship

Register today to begin posting your open positions on Handshake, UMW's official job portal, where undergraduates, students, and alumni can apply for full time, part time, internship and volunteer opportunities.

Host an Information Session

Looking to connect with targeted groups of students? Hosting an information session is a great opportunity to effectively promote your organization and meet qualified talent.

Attend Job & Internship Fairs

Connect with UMW talent at our fall and spring job and internship fairs, as well as at targeted employer events. Details can be found on our website. These events are heavily marketed on both the Fredericksburg and Stafford campuses.

Connect with Students Online

Joining our social media accounts is a great way to reach out to students.

- LinkedIn: Eagle Connections
- Twitter: @UMW_CCPD
- Facebook: University of Mary Washington Career Center

Interview Students on Campus

Your company can interview students year-round using one of our on-campus spaces. You can also conduct mock interviews to help students learn more about the interview process.

Become a Featured Employer

We can feature your company through our various marketing outlets across campus! If you want to be highlighted, please send a short description of your organization, open positions, and any additional information, and we will do the rest!

Reserve Our Office Spaces

Need to visit campus for a meeting or to conduct interviews? We have a variety of different spaces available that can suit a range of different requests. Contact us to reserve a space that best fits your needs.

Recruit for Graduate Programs

Promote your school's graduate programs by tabling on campus or sending us informational materials to display in our office.



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OUR STUDENTS



We are a premier, selective, coeducational, public institution that offers:

- Rigorous academics in small, highly interactive classes.
- Innovative and accessible master teachers.
- Three colleges – arts and sciences, business, and education – which produce graduates who are critical thinkers prepared to succeed.
- A supportive campus community that values honor and integrity.
- A civically, socially, and intellectually engaged community.

Student Body

- Approximately 4,000 undergraduate students
- Students from about 34 states and many foreign countries
- About 26 percent self-identified minorities
- About 56 percent live on campus in one of 17 residence halls or campus apartments
- 327 enrolled in professional studies and graduate programs

Academic Programs

- More than 60 majors and programs of study
- A rich array of undergraduate research, internship, study abroad, leadership service, and recreational opportunities
- Bachelor of Arts, Bachelor of Professional Studies, Bachelor of Science, Bachelor of Science in Nursing, Bachelor of Liberal Studies, Master of Science in Elementary Education, Master of Business Administration, Master of Education, Master of Science in Geospatial Analysis



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CREATE YOUR EMPLOYER ACCOUNT

5 Easy Steps

1. Visit <https://app.joinhandshake.com/register>.
2. Select the "Employer" account type from the options presented.
3. Fill out the information requested then click "Sign Up."
4. Enter your recruiting interests and Alma Mater to help us better understand how you'll use Handshake, then click "Continue."
5. Next, you will verify your account via the email address you provided. The email should arrive within 10 minutes and will contain a link enabling you to confirm your account.

My Resume



financial modeling

equity research



public speaking

Multi-school job posting

With just a few clicks, post your job across dozens of schools - for free.

Powerful applicant filtering

Narrow down potential hires to the best fits through our advanced filter options.

1 Account, 350 Schools

Ditch the dozens of websites, logins and passwords. With Handshake you get a single integrated network.

OCR & career fair management

Schedule on-campus interviews, register for upcoming career fairs, or set up your own events. Then manage the logistics & payment all through Handshake.



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EMPLOYER POLICIES & GUIDELINES

The University of Mary Washington Career Center has created guidelines and policies for all postings and recruitment done through our job portal, Handshake.

All posts must adhere to the following standards:

- All employer profiles must include an email address, phone number, and location for the company's contact. Emails must be with a company domain (those using Gmail, Yahoo, Hotmail, etc. will not be approved). An address must be verifiable through Google Maps.
- If other schools have flagged your organization within Handshake or if you have a low trust score, we reserve the right to deny your request to recruit.
- Postings will not be approved if students must pay for opportunities.
- Employers who wish to recruit at the University of Mary Washington must refer to the Principles for Professional Practice for Employment Professionals, created by the National Association of Colleges and Employers (<http://bit.ly/2uhzObc>).
- We will support and approve internship postings that are learning experiences for our students. Admin and clerical internships may not be approved.
- We WILL NOT allow any postings from private families/individuals. This includes, but is not limited to: personal care assistants, house cleaning, nannies, tutors, and pet care.

Statement of Non-Discrimination

The University of Mary Washington subscribes to the principles of equal opportunity and affirmative action. The University does not discriminate on the basis of race, color, religion, disability, national origin, political affiliation, marital status, sexual orientation, sex, or age in recruiting, admitting, and enrolling students, or hiring and promoting faculty and staff members. The University will not recognize or condone student, faculty, or staff organizations that discriminate in selecting members. Complaints of discrimination should be directed to the University's Affirmative Action/Equal Employment Opportunity Officer.

The University of Mary Washington's Center for Career and Professional Development reserves the right to accept or deny any position or recruiting organization based upon our own criteria. Additionally, at any time we may deny or remove access rights for organizations that do not meet the above standards.



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YOUR RECRUITMENT TEAM

Kyle Danzey

Assistant Director for Career and Professional Development

I can assist you with marketing and our job/internship database, Handshake. You can contact me via email at kdanzey@umw.edu or phone at 540-654-1022.



Bianca Hightower

Assistant Director for Career and Professional Development

I can assist you with your internship program and connecting to students and faculty members. You can contact me via email at bfasion@umw.edu or phone at 540-654-1091.



Rose Maddox

Employer Relations and Office Manager

I can assist you with on-campus recruitment, job postings, volunteering, job & internship fairs, and partnering with the career center for programs or events. You can contact me via email at rwagner@umw.edu or phone at 540-654-1271.



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