Utica College Employer-in-Residence Program

Employers volunteer time and expertise to educate Utica College students on the world of professional employment and career management.

**Policies & Guidelines**

To ensure the interaction is beneficial for both you and our students, we ask that you adhere to these guidelines during your residence.

- Commit to donating 3-6 hours per month for student appointments
- Follow Utica College Career Services’ and Central New York Recruiting Consortium’s (CNYRC) Posting Policy for job or internship opportunities
- Adhere to the professional standards outlined in the NACE Principles of Professional Conduct
- Demonstrate appropriate business etiquette and professionalism
- Dedicate time to both providing individualized student assistance and sharing information about your organization

---

**Sample Topics for Discussion**

- Résumé critiques
- Mock interviews
- Tips for getting started as a professional
- Trends or issues in the industry
- Organizational overview and sharing of professional opportunities
- Personal success stories

---

**Employer Benefits**

- Meet quality Utica College students
- Improve visibility on campus
- Become known as an “employer of choice” for Utica College students

---

**Student Benefits**

- Meet and network with employers in a familiar setting
- Receive valuable feedback and advice
- Hear firsthand about the realities of professional life

---

**Getting Started**

Contact Sarah Garramone, Employer Relations Coordinator, for assistance in developing a schedule to become the next Utica College Employer-in-Residence.

sjgarram@utica.edu • (315) 792-3087