Resource Library

- Select "Resource Library" from the toolbar.
- Provides additional links for students to research opportunities.
- Organized primarily by major and industry.

Additional Resources

- Going Global
  jobs & internships abroad
- Idealist.org
  non-profit opportunities
- Internships USA
  Username: ElonUniversity
  Password: GoPhoenix
- LinkedIn
  networking
- http://whatcanidowiththismajor.com/major/
  to explore opportunities by major
- Visit www.elon.edu/careers to view additional job/internship searching links

For More Information: Contact the Student Professional Development Center

Moseley 140
336-278-6538
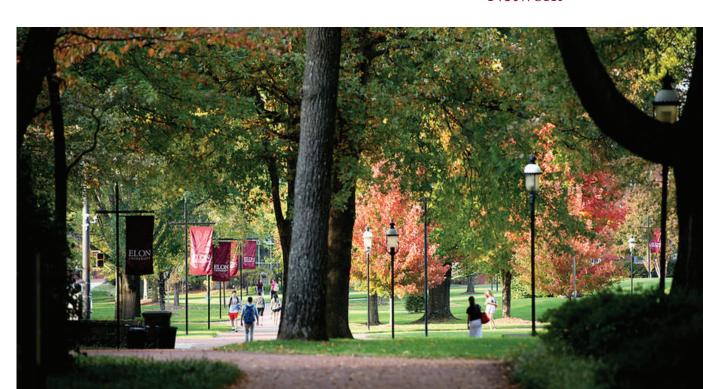elon.edu/careers
careerservices@elon.edu

A Faculty Guide to the Elon Job Network

Tips and tricks for helping students navigate the Elon Job Network

Log-In and User Tips

- Log in with your Elon username and password at:
    www.myinterfase.com/elon/student
    OR
    www.elon.edu/careers by selecting "Elon Job Network."
- Use "Advanced Search" for best results.
- Upload resume to "My Documents" in PDF format after review by a career advisor.

Job/Internship Searching

- Select "Job and Internship Search" from the toolbar.
- To view all positions currently available, simply click "search."
- Conduct multiple searches using "Advanced Search" and modify your search criteria.
- Click on the Job ID to see position details and application instructions.
- Click "email me new jobs based on this search" to have new opportunities sent to you as soon as they are posted.

Employer Directory

- Select "Employer Directory" from the toolbar.
- Provides a list of organizations that have posted opportunities on EJN.
- Narrow by location and industry.
- "Previous internship site" indicates that an Elon student has completed an academic, for-credit internship with this organization.

Career Events

- Select "Career Events" from the toolbar.
- Provides information regarding upcoming opportunities such as Info Sessions, Expos, Fairs, Meet & Greets, and more.
- Note: some events require advance registration, which can be completed by clicking on the event name and selecting "register for event."

Interviews

- Throughout the year, employers conduct on-campus interviews.
- Select "Interviews" from the toolbar.
- Students have the option to view all scheduled on-campus interviews as well as specific ones for which they qualify.
- To request an on-campus interview, students must upload an updated PDF version of their resume to EJN.
- Employers select the candidates they wish to interview based on these resumes.

Registering an Internship for Credit

- Students must register all for-credit academic internships through EJN.
- Select "Register an Internship for Credit" on the home page.
- Before registering an internship for credit, students must choose a faculty mentor to approve and supervise the internship.
- Faculty mentor will provide an internship course number that students will enter into EJN to initiate the approval process.
- Additional instructions for faculty/staff can be found in the faculty section of the SPDC website.

What is the Role of a Faculty Mentor?

- Ensure that the internship meets the necessary academic standards to earn credit within the major.
- Provide academic assignments that integrate disciplinary content and support student learning goals.