

The Center for Career &
Professional Development

2015-2016

Employer Services



LEHIGH
UNIVERSITY

Lehigh University's CCPD office serves undergraduate and graduate students from the university's four colleges: the College of Arts & Sciences, the College of Business & Economics, the P.C. Rossin College of Engineering and Applied Science, and the graduate College of Education. In addition, Lehigh's alumni are also served through the CCPD.

Our mission is to foster relationships between your organization and Lehigh students by offering a variety of services and resources to meet your hiring needs. We introduce organizations to our qualified candidates for full-time, part-time, cooperative education, and internship positions.

The Center for Career & Professional Development (CCPD) can assist you with your recruiting needs through any of the following services and resources:

Job Openings

E-mail or go online to send your job opening to CCPD, and your position will be advertised at no charge. Candidates may respond directly to you, or CCPD can collect and forward resumes for you.

On-Campus Interviewing Interviewing Services

You can conduct interviews for full-time, summer, and cooperative education opportunities. Interview services are available weekdays, October through April, from 8:30 a.m. to 4:30 p.m. Reservations are taken on a first-come, first-served basis. Organizations often reserve dates one year in advance to ensure preferred times. Contact the Employer Relations Coordinator at 610-758-3715 to arrange interview dates.

Process

Once your on-campus interviewing date has been scheduled, submit a well-written, detailed position description, including qualification requirements. E-mail this information to us, or use our online system to create your employer account at careercenter.lehigh.edu. Your opportunity will be posted at no charge via our website.

Interested students request an interview with your company by submitting a resume. Resumes of interested students are made available to you via the web or e-mail. You can go online with your employer account to review resumes, pre-select candidates, and create your own interview schedule.

Please note that Lehigh's CCPD subscribes to the "Principles for Professional Conduct for Career Services and Employment Professionals" developed by the National Association of Colleges and Employers. A list of these principles can be found on the back cover of this brochure.

Facilities and Accommodations

- Private interview rooms with wireless internet connection
- Convenient parking
- Kitchen facilities
- Café conveniently located in building
- For a list of local hotel accommodations, please visit our website at careercenter.lehigh.edu

Marketing Your Organization to Students

- Companies can participate in our annual Career Fair, which typically has more than 1,000 students and over 150 employers in attendance. Held in September, this year's event marks its 26th anniversary of success in introducing organizations to Lehigh students. Register online or call 610-758-3710.
- You can schedule your information sessions concurrently with your on-campus recruitment date with the assistance of the Employer Relations Coordinator. Timely scheduling will allow students to learn of your information session as they apply for your position. Call 610-758-4163 directly to reserve a room in the University Center. Reserve food and beverages through Dining Services at 610-758-4512.
- There are opportunities to connect with faculty, student associations, and clubs. Contact the Director of Employer Outreach at 610-758-3710 to partner with specific groups, clubs, and organizations. For more specific contact information regarding academic departments or student organizations, please visit our website at careercenter.lehigh.edu.
- Your company can advertise in the *Brown & White*, the Lehigh student newspaper, by calling 610-758-4184.
- Students can view your web page via a hyperlink from the CCPD web page. Include your website address with your position description, and we'll provide a direct link to your web page.

Marketing Your Organization to Students (cont.)

- Your company can sponsor special programs, and you can participate in a workshop or panel presentation to target students. Contact the Director of Employer Outreach at 610-758-3710 to inquire about upcoming targeted programs, panel presentations, and workshops.
- You can participate in the Externship Program. Serve as a corporate host allowing students to shadow professionals and learn about your industry.
- You can coordinate with Lehigh's Zoellner Arts Center to attend a cultural performance or exhibition on campus. This is an opportunity to cultivate relationships with prospective hires or congratulate new hires. Please visit their website at www.zoellnerartscenter.org for more information.

2015 – 2016 Academic Calendar

This calendar will assist you in planning follow-up site interviews that do not conflict with classes or exams:

Fall 2015

August 24	Classes Begin
September 17	Career Fair
October 12–13	Pacing Break
November 25–27	Thanksgiving Vacation
December 4	Last Day of Classes
December 8–15	Final Exams

Spring 2016

January 25	Classes Begin
February 17	Career Fair
March 14–18	Spring Break
May 6	Last Day of Classes
May 10–18	Final Exams
May 23	Commencement

Advantages of Partnering with Lehigh University

- You have access to well-rounded, high-caliber students who complete rigorous academic training. The university has joined the ranks of only 50 schools in the United States that are considered “highly selective” by *Barron's Profile of American Colleges* and “most difficult” by *Peterson's Guide to 4-Year Colleges* in the most recent edition. In addition, *BusinessWeek* magazine ranked Lehigh's College of Business 31st in the nation among undergraduate business colleges.

There are over 75 undergraduate majors and interdisciplinary studies for B.A. and B.S. degrees in the three undergraduate colleges: the College of Arts and Sciences, the College of Business and Economics, and the P.C. Rossin College of Engineering and Applied Science.

In addition, Master's level and Ph.D. degrees are conferred in the College of Arts and Sciences, the College of Business and Economics, the P.C. Rossin College of Engineering and Applied Science, and the College of Education.

- Lehigh is committed to global diversity. Students come from nearly every state and 65 countries.
- You have access to an internationally recognized teaching and research university. *U.S. News and World Report* ranked Lehigh 40th among 280 national research universities in their 2015 edition.
- You can participate in our Cooperative Education Program for engineering students. This selective program, offered only to the top students in the class, is designed to provide eight months of paid, full-time work experience that bridges the gap between engineering theory and application.
- Lehigh's centralized career office works with over 5,000 undergraduate students and approximately 2,000 graduate students. Recruiting services include a well-established On-Campus Interviewing program and free job postings via our website.
- There are partnership opportunities between students and companies. Realizing that many employers are looking for ways to find well-qualified candidates in today's competitive recruiting environment, we have integrated our functions to help our corporate partners manage and maximize their university relationships. Please visit www.lehigh.edu/partners for more information.

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2015 - 2016 Preliminary Undergraduate Student Profile

5,034 undergraduate students

Arts & Sciences	1,688
Business & Economics	1,271
Engineering & Applied Science	1,850
Arts/Engineering	52
Intercollegiate Programs	173

55% male; 45% female; 23% minorities

Selectivity: 9 applicants for every enrolled first-year student

Undergraduate Enrollment for Academic Year 2015 - 2016

	Male	Female
Arts & Sciences	599	1,089
Engineering & Applied Science	1,292	558
Business & Economics	733	538
Arts/Engineering	37	15
Intercollegiate Programs	124	49

Undergraduate Minority Enrollment for Academic Year 2015 - 2016

	Asian	Hispanic	African American	Native American	Multi Racial
Arts & Sciences	148	154	83	1	40
Business & Economics	92	106	51	1	26
Engineering & Applied Science	131	139	46	3	57
Arts/Engineering	2	7	3	0	2
Intercollegiate Programs	31	10	5	0	3

Projected Undergraduate Enrollment Distribution for Class of 2016

College of Arts & Sciences

Humanities	78
Integrated Degree in Engineering, Arts & Sciences (IDEAS)	16
Math & Natural Sciences	199
Social Sciences	199
Undeclared	3

Total 495

College of Business & Economics

Accounting	99
Computer Science & Business ¹	35
Economics	12
Finance	151
Information Systems	19
Management	9
Marketing	51
Supply Chain Management	58
Undeclared	5

Total 439

P.C. Rossin College of Engineering & Applied Science

Bioengineering	63
Chemical Engineering	87
Civil & Environmental Engineering	58
Computer Engineering	37
Computer Science	26
Computer Science & Business ¹	35
Electrical Engineering	48
Financial Engineering	2
Information & Systems Engineering	5
Industrial Engineering	67
Integrated Degree in Engineering, Arts & Sciences (IDEAS)	31
Materials Science/Engineering	26
Mechanical Engineering	111
Undeclared	2

Total 563

¹Intercollegiate program—numbers counted under College of Business & Economics

Graduate Student Profile

2,057 Graduate Students

Arts & Sciences	436
Business & Economics	415
Education	477
Engineering & Applied Science	729

Projected Graduate Enrollment for Academic Year 2015 - 2016

	Male	Female
Arts & Sciences	211	225
Business & Economics	219	196
Education	147	330
Engineering & Applied Science	561	168
Total	1,138	919

College of Arts & Sciences

Humanities	44
Math & Natural Sciences	266
Social Sciences	109
Undeclared	17
Total	436

College of Business & Economics

Accounting	86
Analytical Finance	77
Business Administration	183

Concentrations in: Corporate Entrepreneurship, Finance, International Business, Information Systems Management, Management, Management of Technology, Marketing, Project Management, and Supply Chain Management

Economics	41
Undeclared	28
Total	415

College of Education

Comparative & International Education	24
Counseling & Human Services	30
Counseling Psychology	29
Educational Leadership	120
Elementary School Counseling	7
Elementary Education	14
Globalization and Educational Change	30
International Counseling	19
Instructional Design & Technology	11
Instructional Technology	6
Learning Sciences & Technology	6
Secondary Education	22
Secondary School Counseling	13
Special Education	49
School Psychology	44
Teaching & Learning	3
Teaching, Learning, & Technology	13
Undeclared	37
Total	477

P.C. Rossin College of Engineering & Applied Science

Bioengineering	12
Biological/Chemical Engineering	19
Civil Engineering	24
Chemical Engineering	54
Computer Engineering	24
Computer Science (EN)	39
Electrical Engineering	54
Energy Systems Engineering	15
Environmental Engineering	15
Healthcare Systems Engineering	41
Industrial Engineering	42
Industrial & Systems Engineering	49
Management Science	14
Manufacturing Systems Engineering	20
Materials Science & Engineering	36
Mechanical Engineering	168
Photonics	1
Polymer Science & Engineering	16
Structural Engineering	51
Technical Entrepreneurship	23
Undeclared	12
Total	729

Faculty Profile: Undergraduate student-to-faculty ratio 10:1
Percentage of faculty with Ph.D. or other terminal degree – 96%

Principles for Professional Conduct

Career services and employment professionals are involved in important processes: helping students choose and attain personally rewarding careers and helping employers develop effective college relations programs that contribute to effective candidate selections for their organizations.

These processes require commitment from everyone, including students, to follow principles for professional conduct.

These principles are intended to serve as a framework within which the career planning and recruitment processes should function and as a foundation upon which professionalism can be promoted. Lehigh's CCPD Office is dedicated to:

- ▶ **Maintaining an open and free selection of employment opportunities in an atmosphere conducive to objective judgement;**
- ▶ **Maintaining a recruitment process that is fair and equitable to candidates and employing organizations;**
- ▶ **Supporting informed and responsible decision making by candidates.**

Employer's Principles

- Be responsible for the ethical, legal, and professional conduct of your organization's representatives throughout the recruiting process.
- Use qualified, informed, and trained interviewers who use professionally accepted recruiting, interviewing, and selection techniques.
- Make a full and accurate presentation of your organization, employment opportunities, and any other relevant information during the recruiting process.
- Maintain equal employment opportunity (EEO) compliance and follow affirmative action principles in recruiting activities.
- Maintain the confidentiality of student information.

- Cooperate with the policies and procedures of the CCPD Office. This includes honoring scheduling arrangements and recruitment commitments, notifying the department of all job offers and final acceptances, and honoring all employment offers that are accepted as a contractual agreement.
- Respect the legal obligations of CCPD and request only those services or information that legally can be provided.
- Advise CCPD of all recruiting-related activities not conducted through that office.
- Reimburse student expenses that are incurred on plant/office visits.

Student's Principles

- Honor CCPD policies and procedures.
- Prepare for job search and interviewing and accurately present qualifications and interests.
- Request interviews only when genuinely interested in the position for which the organization is interviewing.
- Adhere to the interview schedule.
- Notify organizations of the acceptance or rejection of offers by the earliest possible time and no later than the time mutually agreed upon.
- Honor an accepted offer as a contractual agreement. Once an offer has been accepted, withdraw from the interviewing process and notify CCPD, as well as other employers that have extended offers.
- Expect reimbursement of expenses incurred during the plant/office visits only for those expenditures pertinent to the trip.
- Notify CCPD of post-graduate plans including job offers and acceptances, graduate school choice, etc.

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