

Employer's Guide to IUPUI

For your organization to be successful, you must find, recruit, train and retain the best employees. IUPUI has a great network of resources to help you do just that. Whether you are recruiting for full-time, part-time, co-ops, internships, or volunteers, IUPUI can increase your access to qualified, prepared candidates. Work with us to list your opportunities in our online job listing program; access our student resume databases; and participate in our career and internship fairs.

Tap into Our Resources

IUPUI is one of the fastest-growing urban universities in the country. We serve over 29,000 students in more than 200 programs and 22 academic units from both Indiana University and Purdue University. Eighty percent of IUPUI's student body works for pay. IUPUI students are diverse by ethnicity and language. Many of them are technically savvy and computer literate. They often provide a flexible source of labor and are willing to work unconventional hours or shifts. Lastly, IUPUI students are being trained to LEARN. They can bring unique perspectives and enthusiasm to your organization!

Internship, Part-Time Job, Co-Op, Work-Study: What's the Difference?

Sometimes employers struggle with understanding the difference between an intern and an employee. Keep in mind, internships are carefully monitored work or service experiences in which students have intentional learning goals and often reflect actively on what they are learning throughout the experience. Internships should build upon a student's skills and challenge him or her to grow in a structured environment.

If you and your organization are concerned about the amount of time or effort needed to take on an intern, please talk with one of our career professionals on campus. They can help you develop a program that balances an intern's learning goals with the specific work your organization hopes to accomplish.

Co-op: Co-op is short for cooperative education program, a three way partnership, between employers, students, and IUPUI. Cooperative Education is a formal plan of education in which students alternate at least three semesters of full-time work with full-time study.

Internship: An internship is a "short-term, supervised work experience in a student's field of interest for which the student may earn academic credit. Work can be part-time or full-time, paid or unpaid, on or off campus" (Hawes & Hawes, 1982). Internship requirements at IUPUI may vary by school; feel free to contact one of our career professionals if you have questions.

Part-time Job: Part-time jobs may or may not be in a student's *field of study*, yet are valuable for IUPUI students to gain practical work experience. If a position does not meet the criteria of an internship, it may be an excellent work opportunity for students—many of whom are eager to gain experience in a part-time job. Typically, IUPUI students work 15-20 hours a week in positions that help them gain valuable skills and exposure to their areas of interest. Hourly wages are determined by the employer and vary depending on required skill level.

Work-Study: Federal Work Study is a need-based financial aid program that provides eligible students the opportunity to work part-time while going to school. Under the program, an employer pays only 30% of the student's hourly wage; the rest is subsidized by federal funds. Work Study jobs may be located on-campus or in the community with eligible government or non-profit agencies. Many offer career-related and/or community service experience. Student pay ranges are the same for non-Work Study student jobs.

Unsure Where to Go? Find a solution.

The Solution Center

- As a first point-of-contact for the IUPUI campus, the Solution Center assists business, industry, government, and nonprofit organizations in accessing campus resources. The SC can help you develop internships and partnerships with students, faculty, academic departments, and research centers. If you're hiring an intern for the first time or if you're unsure which academic department will fit your needs, start here.
 - <http://www.solutioncenter.iupui.edu>
 - 317-278-9170, solution@iupui.edu

Know what you need? Try one of these resources.

Full or Part-time, Degreed and Non-Degreed Employees

- Individual Academic Schools and Departments
 - School Career Coordinators (see the following list)
- IUPUI Career Center (non-degreed employment)
 - Office of Student Employment
 - <http://www.career.iupui.edu/studentempl.asp>
 - 317-274-0857, sejobs@iupui.edu
- IUPUI Career Center (degreed employment)
 - www.career.iupui.edu
 - 317-274-2554, career1@iupui.edu

Interns

- Individual Academic Schools and Departments
 - School Career Coordinators (see the following list)

Work-Study Employees

- On-Campus
 - IUPUI Career Center, Office of Student Employment
 - On-Campus Work Study Coordinator
 - 317-274-0857
- Off-Campus
 - Office of Community Work Study
 - Community Work-Study Coordinator
 - 317-274-5566, <http://csl.iupui.edu/cws/>

Volunteers

- Office of Community Service
 - <http://csl.iupui.edu/cs/>
 - 317-278-9651, commserv@iupui.edu

Academic Area Coordinators

If you are sure of the academic unit from which you'd like to find interns or post a position, you may contact the school or department's Career Coordinator directly. Their telephone numbers and offices/titles are listed below.

School of Art

- Herron School of Art Project Coordinator and Galleries Manager
- 317-278-9423

School of Business

- Kelley School of Business Career Placement Office
- 317-278-0506

School of Education

- Undergraduate Licensing Advisor
- 317-274-6841

School of Engineering & Technology

- Career Services
- 317-278-1000

School of Informatics

- Career Services Office
- 317-278-7611

School of Liberal Arts

- Director of Advising and Career Development
- 317-274-3976

School of Nursing

- Associate Dean for Undergraduate Programs

- 317-274-2805

Center on Philanthropy

- Graduate Degree Programs & Student Services
- 317-278-7878

School of Physical Education & Tourism Management

- *Physical Education Department*
 - Internship Coordinator
 - 317-274-0617
- *Tourism, Conventions & Event Management Department*
 - Internship Coordinator
 - 317-274-0810

School of Public & Environmental Affairs

- Office of Student Services
- 317-274-4656

School of Science

- Associate Dean for Undergraduate Education
- 317-274-0625

School of Social Work

- BSW/MSW Field Coordinators
- 317-278-4864

Other Campus Resources

Job Posting

- To post a position on campus, go to <http://www.iupuintalent.net>, and create a profile. Then, post your position, and it will be shared with all of the appropriate academic areas across campus.

Job and Internship Fairs

- IUPUI has almost ten job fairs annually to serve employers; some fairs are general, while others are discipline-specific. For more information, contact the Career Center at 317-274-2554 or the Career Coordinator in your discipline.

On-Campus Interviewing and Recruiting

- The Career Center, as well as some of the school-based career offices, offer space to recruit and interview prospective employees. Contact the Career Center directly at 317-74-2554 or 317-274-0857 to set up on-campus interviewing!

Volunteers

- Service agencies can submit one-time or on-going volunteer opportunities through the Office of Community Service who will post them in a weekly Service Opportunities Email Newsletter. More information is available through their website: <http://csl.iupui.edu/cs/index.html>.