

RC Employer Toolkit

2024-2025

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PLACE Overview

The center for **Purpose, Life, and Career Exploration** (PLACE) is home to Roanoke College's career development office. PLACE models a holistic approach to student success, connecting incoming and current students with professional development resources, alumni, and community partners.

Our Philosophy

PLACE believes in the power of **work-based learning opportunities** to enhance the college experience and prepare students for success after college. Through meaningful opportunities both inside and outside of the classroom, PLACE at Roanoke College challenges students to develop their **NACE Career Competencies** shown on the next page.

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NACE Career Competencies

The National Association of Colleges and Employers (NACE) has identified eight career readiness competencies all college graduates should demonstrate for a successful launch into the workforce. These competencies are also found throughout Roanoke College's General Education curriculum.

STUDENTS WHO COMPLETE GENERAL EDUCATION CURRICULUM WILL BE ABLE TO:	Career & Self-Development	Communication	Critical Thinking	Equity & Inclusion	Leadership	Professionalism	Teamwork	Technology
PRODUCE WRITTEN WORKS THAT EXPRESS IDEAS EFFECTIVELY	✓	✓				✓		
PRODUCE ORAL WORKS THAT EXPRESS IDEAS EFFECTIVELY		✓				✓		
USE QUANTITATIVE REASONING IN DECISION MAKING			✓		✓	✓		
FORMULATE AND EVALUATE ETHICAL ARGUMENTS		✓	✓		✓	✓		
APPLY THE CONCEPTS AND METHODOLOGIES OF THE SCIENCES, SOCIAL SCIENCES, AND HUMANITIES TO ADDRESS SIGNIFICANT QUESTIONS			✓	✓		✓		✓
ANALYZE SELECTED ISSUES OR EVENTS EITHER BY APPLYING CULTURAL FRAMES OF REFERENCE OR PERSPECTIVES, OR IN TERMS OF GLOBAL INTERCONNECTIONS AND INTERDEPENDENCIES			✓	✓		✓		
WORK COLLABORATIVELY ON A COMMON GOAL		✓			✓	✓	✓	
APPLY HEALTH RELATED FITNESS CONCEPTS TO THEIR LIVES	✓					✓		
COMMUNICATE IN A FOREIGN LANGUAGE		✓		✓		✓	✓	

Career & Self-Development
Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships.

Communication
Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.

Critical Thinking
Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

Equity & Inclusion
Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures.

Leadership
Recognize and capitalize on personal and team strengths to achieve organizational goals.

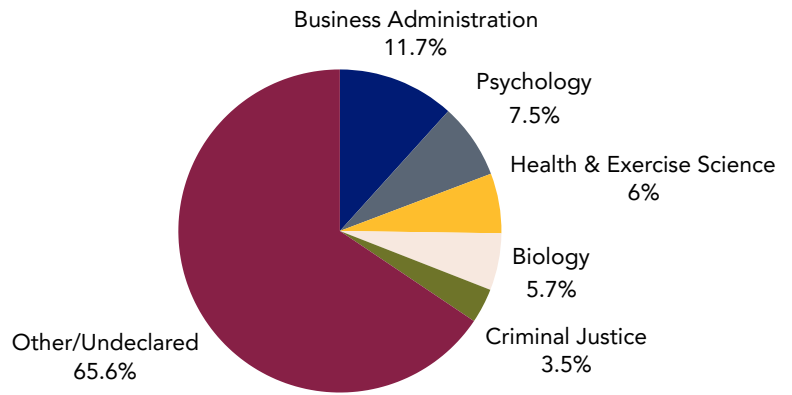
Professionalism
Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

Teamwork
Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.

Technology
Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

Get to know Roanoke

Top Majors



All Majors

Biology

- Biology
- Cannabis Science
- Cannabis Social Justice & Policy

Business and Economics

- Economics
- Economics and Finance
- Finance
- Business Administration
- Marketing

Chemistry

- Chemistry
- Biochemistry

Education

- Education
- Elementary Education
- Education by Subject Area

English and Communications

- Communication Studies
- Creative Writing
- Literary Studies
- Screen Studies

Environmental Studies

- Environmental Studies

Fine Arts

- Art
- Art History
- Theatre

Health & Human Performance

- Health & Exercise Science
- Sport Management

History

- History

Math, Computer Science, and Physics

- Computer Science
- Data Science
- Mathematics
- Physics
- Engineering Science
- Actuarial Science

Modern Languages

- Spanish
- French

Psychology

- Psychology

Public Affairs

- Criminal Justice
- Political Science
- Public Policy
- International Relations

Sociology and Public Health

- Sociology
- Public Health Studies
- Disability Studies
- Human Services

Religion and Philosophy

- Philosophy
- Religious Studies

Graduate Programs

- Master in Business Administration
- Master in Education

PLACE serves as a vital link between employers and our talented pool of students and graduates. By collaborating with our office, employers can access a range of benefits that not only contribute to their immediate hiring needs but also foster long-term relationships with a thriving academic community. Partnering with PLACE opens the door to a wealth of opportunities for professional growth and mutual success:

- **Access to Roanoke College Talent:** Tap into the diverse and talented pool of Roanoke College students and graduates, gaining access to individuals whose well-rounded skill set has prepared them to enter the workforce.
- **Foster Innovation in a Liberal Arts Environment:** Leverage the innovative and creative environment of Roanoke College to infuse fresh perspectives into your organization, as liberal arts education encourages critical thinking and adaptability.
- **Enhance Employer Brand Visibility on Campus:** Increase your brand visibility at Roanoke College through career fairs, campus events, and partnerships, making your organization more attractive to Roanoke College's student body.
- **Support Diversity and Inclusion Initiatives at Roanoke College:** Benefit from Roanoke College's commitment to diversity by participating in initiatives that promote inclusivity, allowing your organization to access a workforce with varied backgrounds and perspectives.
- **Community Engagement and Corporate Social Responsibility with Roanoke College:** Demonstrate your commitment to corporate social responsibility by engaging with Roanoke College, contributing to education and community development.
- **Pipeline for Leadership Development:** Establish a talent pipeline by building relationships with Roanoke College students early in their academic careers, identifying individuals who may become future leaders within your organization.
- **Networking Opportunities at Roanoke College:** Take advantage of networking opportunities with Roanoke College students, faculty, and industry partners, fostering connections that extend beyond the academic setting.

Interested in partnering with PLACE to hire Roanoke talent? Here are some ways you can connect with us:

Career Fair

We invite employers from around the region to our career fairs every semester. Bring a colleague and some branded material for your table! To register, check for the event in Handshake or email place@roanoke.edu for more information.

Connect on LinkedIn

Posting a job or internship on LinkedIn? Connect with our PLACE staff members so we can share new opportunities with our network of students.

Host a Table

Interested in visiting campus? We can arrange for you to host a table in a high-traffic area on campus to interact with students interested in jobs or internships. Email place@roanoke.edu with inquiries and to request a table reservation.

Post on Handshake

Create an employer account with Handshake to post jobs and internships to schools around the country. See Page 13 for details on how to get started with Handshake.

Tips for Success:

- Send the right people to campus events. Dynamic, engaging, and approachable staff are ideal for students.
- Leverage alumni on your staff.
- Want to host on-campus interviews? Contact PLACE at place@roanoke.edu to reserve an interview space.
- Invite students to visit you at a career fair, information session, etc. Use Handshake, networking opportunities, classroom presentations, etc. to identify those students.
- Create an ambassador program using current interns to tell your organization's story when they're on campus.
- Schedule an information or skill-based session while on campus.

Hear from employers recruiting on campus:

Great group of students. They were prepared with resumes, good communication, and attire.

Attendance was the best EVER! We plan to always come back...and hopefully the next one will be just as fantastic!

So many qualified, interested seniors seeking employment.

We were able to speak with so many students who were interested in what we do!

There were plenty of vendors with a good mix of job opportunities for students. Students seemed to appreciate meeting with us!

Very good candidates for potential employment.

PLACE Recruitment Policies

Recruiters should adhere to the [NACE Principles for Ethical Professional Practice](#) when recruiting at Roanoke College. To maintain the integrity of recruiting on campus, PLACE at Roanoke College advises employers to review our job posting policies. Please contact us with any questions.

Job Posting Guidelines:

Thank you for your interest in recruiting at Roanoke College! In our effort to maintain the integrity of recruiting, PLACE follows standards by which all recruitment postings on Handshake, our online recruitment database, must adhere.

Contact Information

Please provide as much information as possible to help students research and learn about your organization. Contact information in a Handshake account must include:

- Full name of contact and company or organization name
- Industry and organization type
- A professional website URL and matching email address; domain must be tied to the organization and not be a personal address (e.g., @gmail.com, @yahoo.com, @verizon.net)
 - Accounts without a valid website, use a non-company email, like those above, or residential addresses will not be approved
 - Websites allow students an additional resource in researching a potential employer
- Organization logo
- Phone number must be tied to a company contact and not a generic toll-free number
- Physical address must be present and verifiable, and not a P.O. Box or residential address; the address should be a recognized business location. Remote businesses or those using co-working spaces will be evaluated on a case-by-case basis.

Third-Party Recruiters

Third-party agencies, such as recruiting agencies, staffing agencies, and executive search firms, will be allowed to post positions on Handshake if they adhere to one of the policies below:

1. Both the name of the third-party agency and the client/employer name must be clearly stated in the position title or description, OR
2. The posting is for an internal position within the third-party agency.

PLACE Recruitment Policies (continued)

Opportunities Not Allowed

Our office does not accept postings of the following nature:

- Commission only opportunities
- Buy-ins or Fee-for-service (FFS): No posting will be accepted if applicants must pay to purchase access for opportunities or if the position requires a potential employee to provide funds to a supervisor or other company representative for services. The only exceptions will be made on a case-by-case basis for legitimate organizations that facilitate the opportunity for college students and graduates to work abroad outside of their home country.
- Alcohol Consumption / Adult Entertainment: No adult entertainment industry positions, escort services, presentation modeling, or similar activity associated with the use of illegal alcohol or drugs, as noted by the Commonwealth of Virginia, will be accepted.
- Resume Referral Forms and Job/Internship Board Websites: All postings in Handshake must be tied directly to an individual employer. Postings from resume referral firms or independent job/internship board websites designed for the collection of resumes on behalf of more employers will not be approved.
- Jobs for personal services (ie. Nannies, babysitters, personal care, etc.) will not be listed unless the company is an employer who provides these services.
- Employers cannot impose any fees or costs upon Roanoke College or its students (i.e., training fees, presentation supplies, sales kits, rental fees, work experiences, front-loaded financial investments, etc.). Fees charged by third parties for required and bona fide occupational qualifiers, such as background check for educators, are permitted.
- Network Marketing Organizations are not considered employers for the purposes of recruiting at Roanoke College and are not eligible for employer services and may not recruit on campus. Roanoke College classifies Network Marketing Organizations as those that engage in one or more of the following practices:
 - Sponsorship of an individual in setting up his/her own business for the purpose of selling products or services and/or recruiting others to set up their own business.
 - Requiring an initial investment from individuals (e.g. required fees, payment for orientation or training session, and/or purchase of a starter kit).
 - Compensation in the form of straight commission, fees from others under their sponsorship and/or a percentage of sales generated by others.
 - Requirement of employee to collect and deposit gross amount from which the organization holds back money for expenses before the remainder is released as a net paycheck.
 - Examples include: Amway, Avon, Jamberry, Mary Kay, Pampered Chef, Premiere Jewelry, Stella & Dot, Vector Marketing, Vivint, etc.

PLACE Recruitment Policies (continued)

Cannabis Industry

Employers involved in hemp production and research may be eligible to utilize PLACE employer services if they can provide the following:

1. Evidence that they are registered with the State of Virginia Department of Agriculture;
2. Information regarding the THC levels of the products they are selling; AND
3. Attestation that they do not receive money from or have ties to the Marijuana Industry as defined under VA law.

Legal counsel will be sought as needed to ensure compliance with college policy as well as state and federal law.

Positions related to the study, cultivation, use, or distribution of recreational cannabis or medical marijuana containing more than 0.3% THC will not be approved for posting in Handshake. Although cannabis is legal under certain conditions in select states, it is not legal under federal law. In order to remain compliant with federal law, Roanoke College will not permit companies that may possess or come into contact with marijuana products over 0.3% THC to recruit through or post positions on RC's Handshake platform. Additionally, Roanoke College will not support internships for credit or non-credit where a student may come into contact with marijuana products with greater than 0.3% THC (including work with a company's clients, attendance at marijuana conventions, etc.).

Independent Contract (1099) / Base + Commission Positions

We welcome job postings for independent contract and base + commission positions; however, this detail of the position must be stated clearly in the job description. Part-time or commission-oriented positions are not eligible for on-campus interview reservations.

Work Authorization

The U.S. Department of Justice requires employers, recruiters, and others who are posting opportunities to comply with all applicable equal employment opportunity laws, including the anti-discrimination provision of the Immigration and Naturalization Act. The U.S. Department of Justice prohibits:

- Any posting that requires U.S. citizenship or lawful permanent residence in the U.S. as a condition of employment, unless otherwise required to comply with law, regulation, executive order, or government contract.
- Any job requirement or criterion in connection with a job posting that discriminates based on citizenship status or natural origin.
- More information can be found on the [Department of Justice website](#).

PLACE Recruitment Policies (continued)

Unpaid Internships

Federal law requires payment of interns unless the internship satisfies the criteria outlined by the [U.S. Department of Labor's Fair Labor Standards Act](#). Roanoke College cannot determine whether any internship satisfies the Department of Labor criteria. But, to help ensure that Roanoke College students are provided with beneficial internships, PLACE requires all employers posting unpaid internships to certify that they have reviewed and will abide by the Department of Labor criteria established in the FLSA.

Part-Time Jobs / Volunteer Opportunities

Part-time job postings are allowed if they meet the following guidelines:

- Paid positions (pay must be minimum wage or above)
- Not a financial burden to the student (e.g., requirement to purchase products/supplies upfront)
- Beneficial to student's career development
- Clear reporting and supervision structure
- Provides regular evaluation and feedback of the employee
- Clear description of duties and expectations

Volunteer opportunity postings are allowed if they meet the following criteria:

- Must have a clear description of duties and expectations agreed upon by both parties
- Must be educationally or professionally relevant to the student

Contacting Students

Feel free to contact students directly who apply to your opportunities. However, when contacting students by email or phone, please be certain to clearly state the organization you represent and the position you are contacting them about. All email correspondence must come through your company/organization email account.

Application Procedures for Job Opportunities

The application procedure must be clearly stated. Applications can be accepted through Handshake or a link you supply on Handshake redirecting students to your application platform. No phone or in-person applications are accepted through Handshake or the PLACE office.

PLACE Engagement Rights

PLACE at Roanoke College strives to promote open access and professional and direct connections between students and employing organizations. We reserve the right to accept, deny, and/or remove access rights for organizations that do not follow these recruiting policy guidelines.

PLACE Recruitment Policies (continued)

Recruitment Activities Policies and Guidelines

Alcohol Policy

PLACE adheres to the NACE policy, which states that serving alcohol should not be a part of the recruitment process. Therefore, all recruiting activities, including all information sessions, receptions, dinners, company tours, etc., should be alcohol-free.

Corporate Activities

Roanoke College appreciates and welcomes the relationships that different college constituents have with corporations and governmental and nonprofit organizations. PLACE seeks to serve as a resource hub for the campus and external community by building upon existing relationships and working with new employers to facilitate their hiring of Roanoke College students. PLACE plans and executes many events throughout the year aimed at increasing student awareness of these organizations and giving employers access to the Roanoke College student population. Such events include the Fall and Spring Job & Internship Fairs, information sessions, classroom presentations, and workshops. It is imperative that organizations work with PLACE to plan such events to maximize the exposure they receive through appropriate advertising and avoidance of conflicting events.

Equal Employment Opportunity

Organizations must be equal opportunity employers in accordance with all applicable state and federal laws.

Event Attendance Cancellation

If you sign up for an event but are unable to attend a scheduled career event, such as the Job and Internship Fair or Networking event, we ask that you send a qualified colleague in your place. If this is not possible, and no representative from your company can attend, please give PLACE at least 48 hours' notice so we may ask another perspective employer on our wait list to take your place.

A last-minute cancellation may leave some students disappointed; having an employer communicate with student and alumni participants helps to maintain the organization's goodwill at Roanoke College.

Handshake @ Roanoke

Thank you for your interest in hiring Roanoke College students! Along with over 1,400 other institutions, we use Handshake to connect our students to job and internship opportunities from across the nation.

Each Roanoke College student receives access to Handshake upon arrival. Through class presentations and one-on-one coaching, PLACE encourages students to develop their user profiles and use the platform to find internships and jobs, both locally and around the country.

Register with Handshake *Create your user account*



- Go to [Handshake](#). Input your work email, create a password, and select Sign Up.
- Fill in the information requested; select Save and Continue.
- Read the Handshake Employer Guidelines, Terms of Service, and Privacy Policy. Select whether or not you are a 3rd party recruiter. If so, review and agree to Handshake's 3rd party recruiter policy. Otherwise, select no and click save and continue.
- Verify your account via email.
- Click Confirm Email after you receive the verification. Check the troubleshooting tips if you don't receive the email.
- If your company does not already exist in the system, click the **Create New Company** button and follow the instructions on the guide for creating your company profile (next page).
- If your company already exists, click the Request button to connect with your company. Then click **Next: Connect to Schools**.
- You'll want to search for Roanoke College by using filters or typing in the search bar. Click the Request button to connect with us and other schools.

Handshake @ Roanoke

Create your user account (continued)

- Once approved, you will receive an email from Handshake. After approval, you will be able to log into your profile and begin posting opportunities on Handshake for Roanoke College students.

Create your company profile (if you're new to Handshake)

- If you haven't already, set up your user account using the User Account instructions above, If your company is not already in the system, follow the steps below to build your company profile.
- Click **Create New Company** on Step 3 of your User Account set up.
- Add your company's logo by clicking on **Add a logo** > Upload new image > Select image > Save. The best size for your logo is 1:1 ratio (width to height) with a minimum size of 150 x 150 px and a maximum size of 400 x 400 px.
- You'll also be able to add a branding image. This is often a banner with your logo, call-to-action, or tagline. To add, select **Add branding image** > Upload new image > Select image > Save. A 4:1 and 5:1 (width to height) ratio is best for your branding image with a minimum size of 1200 x 300 px and a maximum size of 2000 x 500 px.
- Add basic information about your company, including company name, website, phone, location, and description.
- You can allow any user with a confirmed company email address to be approved automatically when they request access at your company by selecting Auto Approve Staff. To manually approve all staff requests, leave this box unchecked
- Enable student-initiated conversations by clicking Allow Student Messages. Leave this box unchecked if you prefer students to contact you via email or methods outside of Handshake.
- Click Create New Employer.

Handshake @ Roanoke

Tips for Success with Handshake

Adapted from the [Handshake blog](#)

Once you have registered with Handshake and created a company profile, you can create events and post jobs and internships to the institutions you connect with, including Roanoke College. Once the events or opportunities are approved, they are available to RC's network of students.

Consider the following strategies to make your company stand out on Handshake:

- **Build your company profile to make a great first impression.** To boost the chances of your company being approved to post with an institution, add external links to your page and add a detailed mission statement that shows candidates what you're all about. By being intentional and comprehensive, you'll improve your image with schools and attract more students.
- **Take advantage of student testimonials.** Give candidates what they want by showcasing 2-3 student testimonials in your profile description. Choose quotes that emphasize your company's top differentiators so you can attract the right candidates.
- **Engage candidates personally.** Handshake allows you to filter for candidates that match your specific needs, such as a software engineer who has skills in Java and Python and wants to work in San Diego. Once you filter, you can send up to 100 individual messages to students per recruiting season (200/year).
- **Grow your school network - slowly but surely.** Start out with 10 schools you'd like to connect with and go from there. Choose schools whose students are likely to be a good match—based on location or field of concentration.

Writing a Job Description

- Create a job title reflective of the intern's duties (Talent Acquisition Intern, Spring Marketing Intern, etc.)
- Include a brief statement with an overview of your organization and its mission and values.
- Provide a detailed description of intern's responsibilities, connecting them to NACE competencies (see Page 3) where possible.
- Clearly list requirements and work schedule.
- Add any preferred qualifications (qualities desired but not strictly required for job proficiency should be included here).
- Include any additional application instructions or hiring timelines.

Reviewing Applications

- To review applications within Handshake, select your job from the listing of jobs and then click "Applicants".
- Applications are automatically set to "Pending" status. By clicking the student's name, you will be taken to their Handshake profile.
- If you have set qualifications (such as academic year, major, etc.), you will see a number of how many the applicant meets. The last option is to view and download applicant materials, like a resume.
- Upon review, the student's status will change to "Reviewed."
- If you are not moving forward with a student, you can change their status to "Declined." This prompts a box with a personalized email you may edit to let the student know. *It is recommended* to send the decline if you are choosing not to move forward with a student.
- Interviews are encouraged for positions with multiple applicants. Sample interview invitations, tips, and sample questions are included on pages 9-10 of this guide. Once you have interviewed and decided to hire a student, you should change their status in Handshake to "Hired."
- Offers to students should be made over the phone and followed up with an email confirming details.

Sample Email Inviting a Student to Interview

Dear {student name},

Thank you for your interest in (position name). I am pleased to inform you that you have been selected for an in-person interview for the role. We would like to meet to further discuss your qualifications and how your skills align with the position requirements. Please let us know your availability to interview on (date and time, date and time, or date and time).

We look forward to learning more about your experiences and how you can contribute to our team at [employer name]. If you have questions, or need an alternative interview time, please let us know as soon as possible.

Thanks,
Name

Interviewing Students

If you plan to interview students, below are some tips and sample interview questions to help you prepare.

- Plan to complete a structured interview with pre-identified questions for each. This ensures equal opportunity for students to respond and for you to fairly evaluate answers.
- Base your questions from the job description and key skills, knowledge, and abilities required for success in the role.
- Open-ended questions will result in better understanding of a student's competencies for the role.
- Behavioral based questions will help identify a student's approach to handle situations from the past.
- Review the student's resume – you may personalize questions based on a student's experience.
- Be aware of the atmosphere for your interview. A comfortable student will share more information during the conversation.
- Provide the opportunity for the student to ask any questions they may have and offer your planned timeline for hiring.

Sample Student Interview Questions

- Why did you apply to or what excites you about (position)?
- Tell me about a time you were assigned a project without clear direction. How did you approach tackling it?
- How do you know when to solve a problem on your own or ask for help?
- Have you ever been a part of a group where team members disagreed? How did you get them to work together?
- Describe a time you were asked to keep information confidential.
- How do you prefer to communicate? Via email, in-person, or by phone? Why?
- Tell us about a time you had to lead by example.
- Can you share an example of a project you have worked on recently that required you to gain a new technical skill? How do you approach learning new technology?

Interview Follow-Up

Sample Email Job Offer to a Hired Student

Dear {student name},

Thank you for your continued interest and interviewing for the (position title) role. As we discussed on the phone, please consider this the official job offer for the role. Your start date will be (date). You will receive \$_/hr for (# of hours) per week with flexibility to schedule hours based on your availability within 8 AM – 4:30 PM. You're welcome to contact me with any questions before you begin!

Best,
Your Name

For students who interview and are not hired, you may send the automated email in Handshake or a more personal email like the sample below.

Dear {student name},

Thank you for your interest in the (position title) in (office/unit name) at (employer name). We are grateful for your interest in the opportunity. I am writing to let you know that we are proceeding with another applicant at this time. While your skills and experiences are impressive, our interview process was very competitive as we received many qualified applicants. I encourage you to continue to explore opportunities for career development and apply in future should our available positions align with your goals and experience.

Thank you again for your time and effort in the application process, and we wish you success in your future endeavors.

Sincerely,

Name

Designing a high-impact internship

Thinking about hiring an intern?

Thinking about hiring an intern? There are several things you should consider first. After determining your intern's weekly hours and compensation with your leadership, outline key learning objectives as well as projects that can contribute to these objectives while incorporating NACE competencies (see Page 3).

Questions to ask:

- How do the assigned tasks contribute to overall office operations and expected outcome?
- How does this position possibly help students determine purpose within their talents, career, and life goals?
- How does this position help prepare student for life beyond college?
- How can staff serve as mentors to students?

Tips for Success:

Welcome Email

Before your intern starts, send a welcome email including a tentative schedule for their first week and helpful information (dress code, where to park, etc.) Share your contact information and offer to answer any questions they may have.

Prep their Space

Prepare a desk for your intern, including a computer, phone, chair, and any SOPs or manuals they may need. Request necessary system or building accesses for them in advance.

First Day

Block time on your intern's first day to get to know them, provide a building tour and introductions to colleagues, and get them started on one or two simple projects.

Designing a high-impact internship

Tips for Success (continued):

Regular Meetings

Schedule a mid-point and end-of-internship meeting with your intern to give and receive feedback, with more regular meetings as needed to discuss projects and answer questions. Learn your intern's communication preferences to maximize these check-ins.

Professional Development

Planning a meeting? Attending a workshop or networking event? Consider bringing your intern! Encourage them to take responsibility for low-risk projects to boost their engagement and build their experience.

Additional Resources:

- [NACE's Guide to Internships](#)
- [Resources from SHRM](#)
- [VTOP Courses for Employers](#)



PLACE is the on-campus center dedicated to helping students find their place through **Purpose, Life And Career Exploration**.



CONNECTION TO EXPERIENCES

Guidance on the best opportunities for you to explore your interests and passions on campus and off.

DOCUMENT DEVELOPMENT

Support developing impressive resumes, professional documents, and winning job/grad school applications.

ALUMNI ACCESS

Access to our 15,000-strong alumni network for advice and career connections through our Maroon Mentors program.

PROFESSIONAL COACHING






Individual career, internship and interview coaching, counseling, and planning.

ONE-ON-ONE ADVISING

Career and life counseling guiding you in your pursuit of purpose on campus and beyond.

CONTINUING EDUCATION

Assistance searching for and applying to graduate school or licensure and training programs.

-  roanoke.edu/place
-  place@roanoke.edu
-  [@place_at_roanokecollege](https://www.instagram.com/place_at_roanokecollege)
-  [@place.roanokecollege](https://www.facebook.com/place.roanokecollege)
-  <https://www.linkedin.com/groups/5097023/>

