

# ON-CAMPUS INTERVIEWING SCHEDULE



CAREER  
DEVELOPMENT  
CENTER

## Fall 2011

**Email your resume to employers to start the process.  
Write that you are interested in an on-campus interview.**

Find detailed position information in College Central Network ([www.collegecentral.com/kutztown](http://www.collegecentral.com/kutztown))

DATE	COMPANY	AVAILABLE POSITION(S)	CONTACT	CONTACT EMAIL
Tue, Oct 4	<b>Penske Logistics</b>	Supply Chain Mgmt. Trainee	Ms. Erin Gomulka	Erin.gomulka@penske.com
Tue, Oct 4	<b>AHEDD</b>	Employment Specialist/Community Work Incentive Coordinator	Ms. Stacy Kyle	stacy.kyle@ahedd.org
Wed, Oct 5	<b>State Farm Insurance</b>	Marketing Intern (Kutztown Office)	Mr. Steve Drascher	steve@stevedrasher.com
Thurs, Oct 6	<b>Primerica</b>	Financial Reps	Mr. David Rabinold	dwrabenold@choiceonemail.com
Thurs, Oct 6	<b>Reese</b>	Intern	Ms. Jenna Schreiber	jenna@reeseadv.com
Fri, Oct 7	<b>Maxim Healthcare Services</b>	FT sales and Management Trainee/Internships	Mr. Robert Schmitz	roschmit@maxhealth.com
Tue, Oct 11	<b>Prudential Penn-Delmar</b>	Financial Professional Associate	Mr. Nate Swartz	Nate.swartz@prudential.com
Wed, Oct 12	<b>MetLife</b>	Financial Services Reps	Ms. Cindy Leonard	Cleonard1@metlife.com
Wed, Oct 12	<b>Keystone Financial Management</b>	Financial Sales	Mr. Dale McCandless	dmccandless@jhnetwork.com
Thu, Oct 13	<b>Big Brothers Big Sisters Lehigh Valley</b>	Development Assistant	Ms. Erica Hudock	ehuddock@bbbslv.org
Wed, Oct 19	<b>IPG</b>	Financial Advisors & Reps/Finance Interns	Mr. Mario Carannante	Mario_carannante@ipgroup.info
Thu, Oct 20	<b>Lehigh Valley Financial Group</b>	Financial Service Professionals	Ms. Lori Kressler	lkressler@financialguide.com
Fri, Oct 21	<b>Waddell &amp; Reed</b>	Financial Advisor	Ms. Esther Hellman	ehellman@wradvisors.com
Mon, Oct 24	<b>Sorrelli</b>	Marketing Intern/Public Relations Intern/Retail Management Intern/Junior Financial Analyst Intern	Ms. Rebecca Niebel	rebecca.niebel@sorrelli.com
Wed, Oct 26	<b>Liberty Mutual</b>	Sales Representative	Mr. Mike Kondraski	Michael.kondraski@libertymutual.com
Wed, Oct 26	<b>Computer Aid</b>	Software Developer/Computer Sci Intern	Mr. Greg Erlacher	greg_ehrlacher@exchange.compaid.com
Thu, Oct 27	<b>Target</b>	Executive Team Leader/Executive Intern	Ms. Heidi Kelzenberg	Heidi.kelzenberg@target.com
Fri, Oct 28	<b>Enterprise Holdings</b> <i>Enterprise-Rent-a car</i>	Management Trainee/Spring Intern	Ms. Erica Smith	Erica.m.smith@ehi.com
Wed, Nov 2	<b>EnerSys</b>	Interns	Mr. Ron Moran	Ron.Moran@enersys.com
Wed, Nov 3	<b>Hawk Mountain</b>	Internships: Education/Tech Writing/Comp Sci	Ms. Laurie Goodrich	Goodrich@hawkmtn.org
Thu, Nov 10	<b>T.W. Ponessa &amp; Associates</b>	Therapeutic Staff Support, Mobile Therapist, and Behavioral Specialist	Mr. Jim Doughty	jdoughty@twponessa.com
Thu, Nov 17	<b>ADP</b>	Sales Representatives	Ms. Melissa Hess	Melissa_hess@adp.com

**See Back Page for Accounting Opportunities!**

\*\*\*Schedule subject to change, see website for most current listing! <http://careers.kutztown.edu>\*\*\*

**ACCOUNTING STUDENTS ONLY PLEASE**

Wed, Oct 5	<b>Reinsel Kuntz Leshner, LLP</b>	Staff Accountants/Season Interns	Ms. Yvonne Rosenbaum	yrosenbaum@rklcpa.com
Thu, Oct 6	<b>Herbein &amp; Co.</b>	Accounting Interns/Staff Accountant	Mr. Dave Stonesifer	dwstonesifer@herbein.com
Thu, Oct 13	<b>ParenteBeard</b>	Staff Accountant (Audit or Tax)/Winter Interns	Ms. Amanda Shurr	Amanda.shurr@parentebeard.com

**EASY AS 1-2-3...How It Works:**

1. Email your resume to the employers, indicating your interest in an on-campus interview.
2. For detailed information on the employers and their positions, go to the **College Central Network (www.collegecentral.com/kutztown)**. Take 10 minutes to register yourself on the system and...upload your resume!
3. Employers will review submitted resumes and select whom they wish to interview. If you receive an email message indicating you have been chosen, reply to the employer immediately with your preferred time(s) on their interview day. Write the date/time in your date book and don't forget it! Interviews are held in the Career Development Center.

**A Few Things To Remember:**

1. You MUST show for the interviews for which you signed up! Please read the KU On-Campus Interviewing Policy.
2. Have your resume reviewed by the Career Development staff before sending it to employers!
3. These are professional interviews – come well-prepared, on-time, and dressed in your interview suit.

## **KU On-Campus Interviewing Policy**

On-Campus interviewing is a privilege and not a right. In order to participate in the On-Campus Interviewing Program (OCIP) students must understand the seriousness of scheduling interviews with employers coming to campus. Because employers make a commitment to come to campus, there is an expectation on their part that they meet with each student who has scheduled an interview. In addition, it is important to remember that when scheduling an interview, students are reserving time to which others will not have access. Because of these reasons, the following provisions are employed:

**Eligibility to participate in the On-Campus Interview Program (OCIP)**

1. Any undergraduate or graduate student who is in good standing with and who is currently enrolled in the University.
2. All students must be registered with the College Central Network (CCN) in order to participate.

**Participation Policy:**

Students are expected to will meet with the employers with whom they are scheduled to interview.

1. If a student **misses an interview** or cancels the same day of the scheduled interview, the following actions will take place:
  - a) Career Development staff will send the student a letter concerning the absence. A copy of this notification will also be sent to the student's department chairperson and the college dean
  - b) The student will be advised to send a letter of apology and explanation to the employer representative
  - c) The student will be asked to meet with a professional staff member of the Career Development Center to explain the absence.
  - d) The student will be asked to provide the Career Development Center with a copy of the letter sent to the employer.
2. If a student **misses a second interview** or cancels on the day of the interview, without prior notification or without valid reason, interviewing and/or resume referral privileges will be suspended. In addition, his/her department chairperson and dean will be notified of the suspension.

**Reinstatement Provision:**

A student who has lost his/her interviewing privileges may be reinstated upon the recommendation of the Director and/or the Assistant Director. This decision will be predicated on a formal letter of appeal which must be submitted by the student to Career Development within seven (7) of notification of suspension of privileges.

*The Career Development Center at Kutztown University serves as a clearinghouse of information regarding job and internship opportunities. The listing of a position should not be interpreted as an endorsement. Students and alumni should personally research openings and employers prior to entering into any contractual agreements. Accordingly, the College Central Network and Kutztown University expressly disclaim any liability in connection with any potential or actual employment which results from an applicant's response to any position posted.*