Posting Vacancies
Advertise your part-time, full-time, internship, and co-op positions to USC students/alumni through the Career Center’s online database, Handshake.

LaTasha Saunders, Employer Relations Coordinator
saunde27@mailbox.sc.edu
803.777.3180

Job Fairs & Upcoming Events
USC’s job fairs are the ideal setting to recruit students/alumni for part-time, full-time, internship and co-op positions.

Shanae Giles, Event Coordinator
gilessha@mailbox.sc.edu
803.777.5060

On-Campus Interviewing
Schedule dates to interview students/alumni on campus for your full-time, internship, and co-op positions.

Barbie Smrekar, Recruiting Coordinator
smrekar@mailbox.sc.edu
803.777.7560

Career Conversations, Information Sessions & Tables
Connect with targeted student populations at Career Conversations, which are informal networking events geared toward specific employment industries. Share information about your organization by participating in a Career Conversation or hosting an information table on our campus.

Barbie Smrekar, Recruiting Coordinator
smrekar@mailbox.sc.edu
803.777.7560

Internships & Co-ops
Build a pipeline of talent for your full-time needs by hiring USC students for internships & co-op positions.

Erin Mullen, Assistant Director for Experiential Education
mullene1@mailbox.sc.edu
803.777.4466

Consultation Visits
Maximize your recruitment potential by scheduling a customized consultation with our employer relations staff. In addition to providing detailed information on all of our employer services, our staff will assist you in crafting a recruiting plan to meet your needs.

Stephanie Stuckey, Assistant Director for Employer Relations
sstuckey@mailbox.sc.edu
803.777.1988

Partnership Program
Develop your brand recognition on campus and demonstrate your commitment to the University of South Carolina, the Career Center and our students. Participate in the Partnership Program to select a targeted sponsorship option that will strengthen your recruitment brand at USC.

Erica Lake, Associate Director for Employer Relations
erlake@mailbox.sc.edu
803.777.3969

Why Recruit at USC?
• 24,000+ undergraduate students
• 6,200+ graduate students
• #1 Public University Honors College
• #1 Undergraduate International Business Major
• #1 International MBA
• 324 unique degree options
• 1210 Average SAT
• 1431 Average Honors College SAT
• 20% minority representation (undergraduate)
• #1 in SC for faculty research in Engineering & Computing

*US News & World Report

Colleges & Schools
Arts and Sciences
Business
Education
Engineering and Computing
Hospitality, Retail and Sport Management
Information and Communications
Music
Nursing
Pharmacy
Public Health
Social Work
South Carolina Honors College

For More Information:
To learn more about the University of South Carolina Career Center and the services we offer, please visit, sc.edu/about/offices_and_divisions/career_center.

Click on Employer Services to find:
• additional information on the employer services we offer.
• a Handshake User Guide to help you with creating your account and posting vacancies.
• a directory for Career Center staff.
• a list of our upcoming events and job fairs as well as links to register.
### Recruiting Options

#### FIXED DATES

**Job Fairs**
- Opportunity Knocks Part-time Job Fair
- Career Fest
- Science, Engineering & Technology (SET) Fair
- Pharmacy Day
- Health Professions Fair
- Education Recruitment Day
- Employer Hiring Survey (Top Employers)
- Employer Drive-in Conference
- Community Internship Program (CIP)
- Co-operative Education Program (Co-op)

#### YEAR-ROUND

- Handshake
  - Employer Profile
  - Contact Profile
  - Post Vacancies
- Pathways to Professions (Externships)
- On-campus Interviews
- Resume Search
- Career Conversations/Information Sessions
- Information Tables
- Annual Consultation Visit
- Volunteer Opportunities
- Employer Newsletter
- Partnership Program

### Suggested Annual Recruiting Plan

#### January
- Attend Career Fest and/or SET Job Fairs

#### February
- Attend Education Recruitment Day
- Participate in a Career Conversations Networking Event

#### March
- Participate in a Career Conversations Networking Event
- Attend Employer Recruitment Conference

#### April
- Complete the Employer Hiring Survey to qualify for the Top Employers list
- Participate in a Career Conversations Networking Event

#### May
- Review Partnership Program
- Update your Employer Profile in Handshake
- Review and edit your Contact Profile in Handshake and indicate your interest in volunteer opportunities

#### June
- Register for Fall Job Fairs
- Verify you have an active CIP/Co-op Employer Agreement on file

#### July
- Schedule Annual Consultation Visit

#### August
- Attend Opportunity Knocks Part-time Job Fair
- Participate in a Career Conversations Networking Event

#### September
- Attend Career Fest and/or SET Job Fairs
- Participate in a Career Conversations Networking Event

#### October
- Attend Health Professionals Fair
- Participate in a Career Conversations Networking Event

#### November
- Attend Pharmacy Day
- Register for Spring Job Fairs
- Graduate School Fair
- Participate in a Career Conversations Networking Event

#### December
- Complete the Employer Hiring Survey to qualify for the Top Employers list

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Manage all of your recruitment activities at USC through Handshake, our online system for connecting employers and candidates. For more information or to set up your account, please visit [app.joinhandshake.com](http://app.joinhandshake.com).