

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 Associate Director of Employer Relations 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.
- Update your company reference materials for our Career Library. Literature and application forms can be distributed to students prior to interviews.
- 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.

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 41st among 281 national research universities in their 2014 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 4,700 undergraduate students and approximately 2,200 graduate students. Recruiting services include a well-established On-Campus Interviewing program, Resume Exchange Service, 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 corporate relations and career services functions to help our corporate partners manage and maximize their university relationships. Please visit www.lehigh.edu/partners for more information.

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 Career Services 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 Career Services 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 Career Services and request only those services or information that legally can be provided.
- Advise Career Services of all recruiting-related activities not conducted through that office.
- Reimburse student expenses that are incurred on plant/office visits.

Student's Principles

- Honor Career Services 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 Career Services, 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 Career Services of post-graduate plans including job offers and acceptances, graduate school choice, etc.

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CAREER SERVICES

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E-mail: careerservices@lehigh.edu
www.lehigh.edu/careerservices

CAREER SERVICES

EXPLORING CHOICES
MAKING DECISIONS

2014 – 2015 Academic Calendar

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

Fall 2014

August 25	Classes Begin
September 18	Career Fair
October 6–7	Pacing Break
November 26–28	Thanksgiving Vacation
December 5	Last Day of Classes
December 9–17	Final Exams

Spring 2015

January 19	Classes Begin
March 4	Career Fair
March 9–13	Spring Break
May 1	Last Day of Classes
May 5–15	Final Exams
May 18	Commencement

LEHIGH
UNIVERSITY



Employer Services

2014 – 2015



Lehigh University's Career Services 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 a partnership between Lehigh University's Alumni Association and Career Services.

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.

Career Services 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 Career Services, and your position will be advertised at no charge. Candidates may respond directly to you, or Career Services can collect and forward resumes for you.

Resume Books

Career Services offers an online service where you can use a password-protected account to scan our database for student resumes to match your needs.

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 www.lehigh.edu/careerservices. 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 Career Services 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 an internet connection
- Convenient parking
- Kitchen facilities
- Café conveniently located in building
- For a list of local hotel accommodations, please visit our website at www.lehigh.edu/careerservices

Marketing Your Organization to Students

- Companies can participate in our annual Career Fair, which typically has more than 1,000 students and over 100 employers in attendance. Held in September, this year's event marks its 25th 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 Associate Director of Employer Relations 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 www.lehigh.edu/careerservices.

- 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 Career Services web page. Include your website address with your position description, and we'll provide a direct link to your web page.

2014 - 2015 Preliminary Undergraduate Student Profile

4,904 undergraduate students

Arts & Sciences	1,702
Business & Economics	1,211
Engineering & Applied Science	1,793
Arts/Engineering	46
Intercollegiate Programs	152

56% male; 44% female; 21% minorities

Selectivity: 10 applicants for every enrolled first-year student

Undergraduate Enrollment for Academic Year 2014 - 2015

	Male	Female
Arts & Sciences	607	1,095
Engineering & Applied Science	1,285	508
Business & Economics	717	494
Arts/Engineering	26	20
Intercollegiate Programs	118	34

Undergraduate Minority Enrollment for Academic Year 2014 - 2015

	Asian	Hispanic	African American	Native American	Multi Racial
Arts & Sciences	125	164	77	1	49
Business & Economics	73	92	47	2	20
Engineering & Applied Science	121	127	37	0	58
Arts / Engineering	1	4	2	0	1
Intercollegiate Programs	21	8	2	0	4

Projected Undergraduate Enrollment Distribution for Class of 2015

College of Arts & Sciences

Humanities	106
Integrated Degree in Engineering, Arts & Sciences (IDEAS) ¹	36
Math & Natural Sciences	200
Social Sciences	193
Undeclared	1

Total 536

College of Business & Economics

Accounting	97
Computer Science & Business ²	30
Economics	17
Finance	142
Information Systems	16
Management	10
Marketing	51
Supply Chain Management	36
Undeclared	2

Total 401

P.C. Rossin College of Engineering & Applied Science

Bioengineering	69
Chemical Engineering	66
Civil & Environmental Engineering	53
Computer Engineering	24
Computer Science	31
Computer Science & Business ²	30
Electrical Engineering	39
Information & Systems Engineering	14
Industrial Engineering	54
Integrated Degree in Engineering, Arts & Sciences (IDEAS) ¹	36
Materials Science/Engineering	37
Mechanical Engineering	140
Undeclared	2

Total 529

Graduate Student Profile

2,165 Graduate Students

Arts & Sciences	454
Business & Economics	450
Education	498
Engineering & Applied Science	763

Projected Graduate Enrollment for Academic Year 2014 - 2015

	Male	Female
Arts & Sciences	230	224
Business & Economics	219	231
Education	145	353
Engineering & Applied Science	571	192
Total	1,165	1,000

College of Arts & Sciences

Humanities	46
Math & Natural Sciences	264
Social Sciences	125
Undeclared	19
Total	454

College of Business & Economics

Accounting	107
Analytical Finance	67
Business Administration	199

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

Economics	43
Undeclared	34

Total 450

College of Education

Comparative & International Education	24
Counseling & Human Services	27
Counseling Psychology	27
Educational Leadership	121
Elementary School Counseling	7
Elementary Education	16
Globalization and Educational Change	22
International Counseling	20
Instructional Design & Technology	11
Instructional Technology	7
Learning Sciences & Technology	10
Secondary Education	25
Secondary School Counseling	14
Special Education	57
School Psychology	50
Teaching & Learning	14
Undeclared	46
Total	498

P.C. Rossin College of Engineering & Applied Science

Bioengineering	10
Biological/Chemical Engineering	21
Civil Engineering	22
Chemical Engineering	58
Computer Engineering	23
Computer Science (EN)	42
Electrical Engineering	57
Energy Systems Engineering	19
Environmental Engineering	22
Healthcare Systems Engineering	44
Industrial Engineering	42
Industrial & Systems Engineering	41
Management Science	17
Manufacturing Systems Engineering	29
Materials Science & Engineering	38
Mechanical Engineering	161
Polymer Science & Engineering	13
Quality Engineering	1
Structural Engineering	60
Technical Entrepreneurship	28
Undeclared	15

Total 763

Faculty Profile: Undergraduate student-to-faculty ratio 10:1
Percentage of faculty with Ph.D. or other terminal degree – 97%

¹Intercollegiate program—numbers counted under College of Arts & Sciences

²Intercollegiate program—numbers counted under College of Business & Economics