

Indiana University of Pennsylvania

Teacher Education Office
Stouffer Hall, Room 104
1175 Maple Street
Indiana, Pennsylvania 15705-1080

Phone: 724-357-2485
Fax: 724-357-3294
Internet: <http://www.iup.edu/education>

Things You Should Know...

The Office of Career Services offers resources and guidance to help you meet your goal. We're not here to get you a job; but we are here to give you the skills, support, and information needed to make your job search easier.

JobDirect.com

It is recommended that all job seekers (alumni included) register with JobDirect.com. This is IUP's Job Hotline and resumes referral system. This system is specifically designed to help graduating seniors and alumni find full-time jobs. By registering with JobDirect.com, you become part of an active candidate database. When a school district contacts us with a job opening, we can search that database to find candidates who meet the desired qualifications. Your resume will be emailed or faxed to the district, and they can contact you to arrange an interview. In addition to having access to the jobs posted by the Office of Career Services, you will also have access to a National Job Bank. Upcoming events/job fairs will also be posted on this site.

Job Fairs

Job fairs provide a convenient means for making one-to-one contact with a variety of employers in one place at one time. The **IUP Teacher Recruiting Fair (TRF)** is available for IUP seniors and alumni and is held during the Spring Semester on the IUP campus. The **Pittsburgh Education Recruiting Consortium (PERC)** job fair is held at the Expo-Mart in Monroeville during the Spring Semester. **You must meet certain eligibility requirements to attend.** The **MAASCUS Education Marketplace** is part of the MAASCUS conference held every year during the Fall Semester. The **Slippery Rock University Teacher Recruiting Fair** also takes place during the Fall Semester on the SRU Campus. In addition to the above mentioned job fairs, many other job fairs are conducted throughout the year and are posted on the "Job Fairs" bulletin board located outside of the office. Individual flyers are kept in a "Job Fairs" folder at the front desk. Job fair information is also available online at JobDirect.com.

Praxis Exams

This exam is required of all education majors seeking certification to teach.

Registration Bulletins are located just outside the office doors (302 Pratt Hall) in the wooden organizer against the wall. **Test at a Glance** booklets are located just inside the office doors under the Bulletin Board.

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Job Search Handbook for Educators (AAEE)

The AAEE (American Association for Employment in Education) Job Search Handbook for Educators is published to help teacher candidates organize successful job searches. AAEE members understand the steps that each candidate must take to secure a job, and they have written articles such as "Portfolios for the Educator's Job Search," "Resume Advice for Educators," and "The Internet: A Powerful Resource for Your Search" to name a few. Ask for your free copy of this handbook at the Front Desk (302 Pratt Hall).

School District Directories

Pennsylvania Education Directory - Contains a listing of all PA Schools in alphabetical order by County. A contact person, address, and phone number are listed.

Directory of Public School Systems in the US - Contains a listing of the school districts located across the United States in alphabetical order by state. A contact person, address, phone number and some e-mail addresses are included.

Individual Counseling Appointment

Schedule an appointment with an office counselor to review your resume, prepare for interviews, target potential employers and resources, make a career change, plan for additional education, and evaluate job offers and salaries. Appointments must be scheduled in advance.

Mock Interview

The purpose of this practice session is to give you an appreciation of what to expect in a typical interview and an opportunity to refine your interviewing skills. Cost: \$10. Do not wait until the end of the semester to schedule your mock interview. The times available will fill up quickly.

Workshop Schedule

Each semester, the Office of Career Services sponsors a series of workshops on topics related to the job search. Topics include (but are not limited to): How to Use Career Services, What's in a Resume and Cover Letter, Tips for a Smooth Interview, Electronic Resumes, Job Hunting on the Internet, and Making a Career Fair Work For You. Visit the office to pick up a copy of the **Workshop and Special Events** brochure or view them on JobDirect.com.

Miscellaneous Web Pages

Access Career Services web page at: www.iup.edu/career to view the links that have been established for several other job search web pages.

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Handouts

Handouts on resume writing and interviewing techniques are available. The "Standard Application for Teaching Positions in PA School Districts" is available in paper form. It is also available online at: www.state.pa.us.

Resources

The Office of Career Services purchases current employment resources to assist job seekers in the job search. In addition, yearly subscriptions are renewed to give students access to employment opportunities nationwide. Stop by the office to view these resources.

On-Campus Interviewing

On occasion, school districts make arrangements to make an on-campus visit to interview prospective candidates. Pick up a copy of the on-campus interview schedule that is available at the beginning of each semester. This listing is updated every two to three weeks throughout the duration of each semester. This listing is also available online under the Career Services web page at www.iup.edu/career.

One of the most important activities in which you will ever participate is the management of your career. Let Career Services give you an edge in preparing.

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