CAREER DEVELOPMENT AT PEIRCE COLLEGE
IT’S WORKING FOR EVERYONE

STUDENTS

ALUMNI

EMPLOYERS

Small college. Big opportunity.
Peirce College’s Career Development Services (CDS) team prides itself on providing personalized guidance for career exploration, access and success. We understand the varied needs of our students and alumni as they develop their skills and abilities in support of their personal and professional growth. We also understand employers’ need for talent that is academically prepared and equipped with 21st century business skills. Peirce CDS is the bridge between these groups. We are focused on providing career-based resources, technologies, services and events that further promote access among students, alumni and employers.

**OUR KEY OBJECTIVES ARE TO:**

- Help students and alumni gain a sound understanding of their career competencies, interests, skills and values, and use this information to guide their career choices
- Provide resources and guidance to help students and alumni plan their career paths
- Use technology to increase access among people, resources and opportunities
- Promote connections to employers and experiential opportunities

We welcome the opportunity to speak with you, learn about your needs and provide you personalized guidance for career exploration, access and success!

Visit us on campus at the CDS Center located on the 6th floor, College Hall, email us at cds@peirce.edu or call 888.GO.PEIRCE, ext. 9202.
The Peirce Career Development Services (CDS) team is committed to helping you take ownership of your professional development. We can help you clarify your career goals, enhance your job search skills and access employment and graduate school opportunities. We do this through the following signature programs, tools and services:

**ONE-ON-ONE CAREER COUNSELING SESSIONS:**
Whatever your career need might be (career exploration, resume writing assistance, general professional development questions), our one-on-one sessions provide you with valuable, individualized attention. We can assist you with planning or fine-tuning your career path. Using FOCUS v2® technology, we build a customized career portfolio that aligns your skills, abilities and interests, to identify the ideal job and the Peirce degree program that will get you there.

**Mock Interviews:**
Whether you meet with us at the CDS Center on campus, by phone or online using InterviewStream®, you can participate in mock interviews to practice your job interviewing skills and receive timely feedback.

**Online Job Board:**
PeirceLink, our online job board, enables you to post your resume for prospective employer viewing, review job postings and even build your resume from start to finish. It also features a virtual career fair, Cooperative Education (Co-op) and internship opportunities.

**Workshops and Events:**
Peirce hosts interactive career-based workshops and events that enhance your professional development and provide networking opportunities with industry experts and employers.

**Experiential Opportunities:**
We can help you understand the impact and relevance of internships, Co-op and job shadowing, and can work with you to gain access to these opportunities. Peirce’s Co-op program provides you with hands-on experience in your field of interest while allowing you to earn academic credit.

**Graduate School Preparation:**
Peirce can help you learn about the application process, prepare you for required entrance tests and guide you toward relevant resources to continue your studies.
CDS works closely with alumni to gauge your career-based needs and to proactively develop services and programs that can enhance your career development and growth. As a Peirce graduate, you can benefit from all student services (with the exception of Co-op). Alumni are especially encouraged to participate in:

- **NON-CREDIT PROFESSIONAL DEVELOPMENT COURSES:**
  Designed to promote lifelong learning, Peirce offers non-credit professional development courses that further prepare students for career growth and advancement.

- **WORKSHOPS AND NETWORKING EVENTS:**
  CDS hosts numerous interactive career-based workshops and events that enhance job skills and connect alumni with industry experts and employers.

- **GRADUATE SCHOOL PREPARATION WORKSHOPS:**
  For the graduate interested in returning to school, CDS provides guidance around the application process, resources and testing information.

- **CDS JOB CLUB:**
  If you are looking for a job, you can participate in Peirce’s CDS Job Club. Facilitated by a CDS team member, this group meets monthly to enhance job search skills, share job leads and network with guest speakers. The CDS Job Club is a great way to keep your job search strategies current and expand your professional network.

- **ALUMNI AFFAIRS:**
  CDS partners with the Peirce Office of Institutional Advancement to host events and activities that further engage alumni with the Peirce community.

You can also participate in additional events and activities specifically designed for alumni and hosted by the Office of Institutional Advancement. For more information, please call 888.GO.PEIRCE, ext. 9323, or email alumni@peirce.edu.
Peirce is keenly aware of workforce development needs and is well positioned to provide solutions. As a specialized institution with a primarily adult-learner population, we boast a pool of diverse, academically prepared, focused talent. In addition to assisting employers with sourcing talent, we also provide:

- **FREE JOB POSTING AND RESUME REVIEW:**
  Peirce’s free online job board, “PeirceLink” lets you post job openings, review student resumes and contact students to schedule interviews. It also allows you to source talent for experiential opportunities.

- **INTERNSHIP PROGRAM DEVELOPMENT AND TALENT MANAGEMENT:**
  The CDS team can assist you in developing an internship program that meets your needs and in identifying suitable Peirce talent.

- **WORK-STUDY STUDENTS (FOR QUALIFYING NON-PROFIT ORGANIZATIONS):**
  If your organization meets Federal and Peirce Work Study Program guidelines, CDS can help you fill some of your workforce needs while enabling students to further develop their professional skills.

- **VIRTUAL CAREER FAIR:**
  The CDS Virtual Career Fair is a free recruitment event that provides you with the opportunity to post jobs, review resumes and schedule interviews at your site, at Peirce or online.

- **MEMBERSHIP IN THE CDS EMPLOYER ADVISORY BOARD:**
  As a member of the Board, you will work closely with the CDS team and Peirce faculty, staff, students and alumni in developing career-based programs, events and activities. Your membership also entitles you to participate in select Peirce VIP events.

- **WORKSHOP FACILITATION, SPEAKING & MENTORING OPPORTUNITIES:**
  You can play an integral role in developing talent in the business community by co-facilitating career-based workshops, participating in industry-based panel discussions and speaking at select CDS events. You can also provide mentorship to Peirce students and alumni.

*Peirce also offers Corporate Partnership packages, customized employee training and competitive space rental rates for events at our state-of-the-art Center City Philadelphia campus. For more information, contact Carol Walton at 888.GO.PEIRCE, ext. 9056, or email cawalton@peirce.edu.*
“Peirce has been a leader in workforce development in this region for 145 years. The College's newly expanded Career Development Services take that legacy to an even higher level. These services provide a lifelong connection to Peirce and the employment community for students and alumni. They also supply employers with an extraordinary talent pipeline with which they can build and grow their enterprises.”

James J. Mergiotti
President & Chief Executive Officer

Peirce College’s vision is to become the first choice for career-oriented, non-traditional college students seeking high-quality teaching and service. Peirce offers degree programs in Accounting, Business Administration, Health Information Technology, Healthcare Administration, Information Technology and Paralegal Studies.

Concentrations within the Business Administration program include: Business Law, Entrepreneurship/Small Business Management, Human Resource Management, Marketing, Management, Professional Studies and Real Estate Management.

Concentrations within the Information Technology degree program include: Desktop Applications for Business, Information Security, Networking, Administration and Security, Programming and Application Development and Technology Management.

Peirce College is accredited by Middle States Commission on Higher Education (MSCHE), 3624 Market Street, Philadelphia, PA 19101, 215-662-5603. The College's Business Administration degree program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP) and its Paralegal Studies degree program is approved by the American Bar Association (ABA).