Prof Jobs

What Is It?

Prof Jobs is a database of potential employment opportunities only available to Rowan University students and alumns.

Starting Out:

Students can access and create a Profs Jobs account through the following options:
- Option 1
- Option 2

Users must use their Rowan University email address to create a Profs Jobs account.

Searching for Employment Opportunities (Internships, Jobs, etc.):

1. Click on "Jobs" on the top right-hand corner of the webpage.
2. Users can then scroll through the listing of opportunities or narrow their search. Narrowing their search entails the following:
   - Entering specific keywords or a location at the top of the page. After entering a location, users can edit the distance of the employment opportunity up to 100 miles away.
   - Users can also select the "Position Type," "Industry," or "More Filters" tabs to further narrow their search.

Uploading a Hiring Document (Resume or Cover Letter):

1. Users will click on their initials on the right-hand corner of the webpage.
2. Click on "My Documents" on the right-hand side of the webpage.
3. Click "Add New", select the type of document you will be uploading (resume, cover letter, etc.), and label your submission.
4. Click "Submit".
5. Users will receive feedback on their submitted document within 2 - 3 days after their submission.

Career Fairs:

- Career Fairs are excellent opportunities to network and meet employers in person. The "Events" tab, found at the top right-hand corner of the webpage, will list all upcoming Career Fairs being held at Rowan University.
- Users can use this feature to secure information on the time and location of the event, as well as a list of employers registered to attend each career fair.

Career Shift

What is it?

Career Shift is a service similar to Prof Jobs, except instead of catering exclusively to Rowan University stakeholders, Career Shift provides an index of potential employment opportunities from across several job search and employer websites.

Starting Out:

Students can access and create a Career Shift account through the following options:

1. Access [Career Shift's](#) main website and select "Sign Up Now."
2. Students can log in to their Profs Jobs account and click "Resources" on the top right-hand corner of the webpage. Users can then select "Career Shift" under the "Resources" section.
    a. Note: If you are not already connected to a Rowan University network, be sure to type "Rowan" into the "Group or School Identifier" box.

Searching for Employment Opportunities:

- Under "Dashboard," click on the "Jobs" tab and select "Search". Users can then input keywords (job titles or job functions) that reflect their position of interest.
- Area Criteria: Users can click "Search by Area" to input the "State/Providence", "Zip Code", and "Zip Radius" for where they would like to be employed.
    o Users can also click on the "Search Remote and Work From Home Jobs" button to exclusively search for remote and work from home employment opportunities.
- Advanced Criteria: Users can click on "Advanced Search" and then "Job Type" to search for specific types (internships, part-time, entry level, etc.) of employment opportunities.
- After finding an opportunity (internship, job, etc.) that meets the users' criteria, users can click on the link posted from the position to be redirected to the official website of the employment opportunity. Users will apply for each opportunity from the company's website.

Searching for Employer Contact Information:

- By selecting the "Contacts" tab, users can search for employers' contact information just as they might search for employment opportunities.
- Students can search for individuals by their name, company name, school they graduated from, and current position.
- This tool is particularly useful for Rowan University students looking to network with other Rowan University alums at a company they hope to apply to. By typing "Rowan University" in the "School Attended" box, users can find a list of Rowan alumni along with their contact information.