



Career Center
RECRUITING GUIDE
2022-2023

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CONNECT WITH MISSOURI STATE UNIVERSITY CAREER CENTER

The Missouri State University Career Center is happy to help employers recruit students and alumni by offering a variety of services, such as **visiting** campus to connect with and **recruit** students by participating in events, on-campus **interviews** and more.

These services are free of charge. Please feel free to contact the Employer Relations team to discuss your needs:

Margie Stewart

Associate Director, Employer Engagement
MarjorieStewart@Missouristate.edu



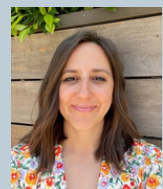
Sheila Cook

Recruiting Coordinator
SCook@Missouristate.edu



Kam Barker

Employer Relations Graduate Assistant
kab69s@Missouristate.edu



HANDSHAKE

The Missouri State University Career Center uses Handshake as our Career Management Platform. Students and employers can interact with each other, view, and post **career opportunities**. Career events & fairs are posted through Handshake for all to see by the Career Center.

Learn more about how you can recruit Missouri State University students & alumni:

<https://careercenter.missouristate.edu/EmployersAndRecruiters/>



ACADEMIC CALENDAR 2022-2023



- **First Day of Classes Fall Semester**.....August 22
- Labor Day.....September 5
- Fall Break.....October 13 - 14
- Thanksgiving Holiday.....November 23 - November 27
- **Last Day of Classes Fall Semester**.....December 8
- Fall Final Exams.....December 10 - December 15
- Commencement.....December 16
- Holiday.....December 16 - January 22
- **First Day of Classes Spring Semester**.....January 23
- Presidents' Day Holiday.....February 20
- Spring Break.....March 11 - March 19
- Spring Holiday.....April 7
- **Last Day of Classes Spring Semester**.....May 11
- Spring Final Exams.....May 13 - May 18
- Commencement.....May 19

CALENDAR OF CAREER EVENTS - FALL 2022

The Career Center invites employers to participate in our career events. More information & any updates can be found in the Career Fairs module in Handshake.

- Sunday, August 28: **JC Penny Suit Up Event**
Battlefield Mall 3:00 pm – 6:00 pm
- Wednesday, August 31: **Resume Café Event**
Glass Hall 2nd Floor Atrium 11 am – 2 pm
- Tuesday, September 6: **Resume Café Event**
Glass Hall 2nd Floor Atrium 11 am – 2 pm
- Wednesday, September 7: **Accounting Career Fair**
University Plaza Convention Ctr. 12 pm – 3 pm
- Tuesday, September 13: **Business Career Fair**
Springfield EXPO Center 10 am – 2 pm
- Wednesday, September 21: **Resume Café Event**
Karls Hall Atrium 10 am – 2 pm
- Wednesday & Thursday, September 28 & 29:
Agriculture Industry Event & Career Expo
Bond Center
- Thursday, October 6: **Health Professions Career Fair**
McQueary Family Health Sciences Hall 1:30 pm - 4:30 pm
- Friday, November 4: **Mock Interview Day**
Plaster Student Union Ballroom West 9 am – 2 pm
- Wednesday, November 9: **CNAS STEM Career Expo**
Plaster Student Union Ballroom West 3 pm – 6 pm

*Check events on [Career Center website](#) for any updates.

EMPLOYER SPOTLIGHT

If you are interested in participating in our Employer Spotlight program, we offer the opportunity for one employer per week to be in the spotlight for \$50. Benefits include the following:

- Employer's logo and short profile on the Career Center website, with a short video (approximately two minutes) promoting your organization and job/internship opportunities. The video you provide may be created by your organization or by an individual. Examples of previous Employer Spotlights are available on our website.
<https://careercenter.missouristate.edu/>
- Video posted on the Career Center's social media platforms (Facebook, Twitter, and Instagram), which also can be shared on your organization's social media



VISIT CAMPUS: **BEAR YOUR TALENT TUESDAYS** RECRUITING TABLES & INFORMATION SESSIONS

Interested in scheduling a publicity table or host an Information Session on campus? Complete this [BEAR YOUR TALENT TUESDAY Form](#)

“Bear” Your Talent Tuesday gives employers an opportunity to engage with students by reserving space in an academic building on campus on Tuesdays during the semester. To reserve space in Glass Hall (College of Business), see next page.

This is a great way to connect and increase exposure about your organization, not only with MSU students, but with faculty and staff as well.

We will review requests in order of receipt and will send a confirmation to the requesting representative outlining the details for your designated Tuesday. Note: Employers must be in good standing with the Career Center and must be following Employer Guidelines in order to be approved to participate.

Bear Your Talent Tuesday perks:

- Recruiting Table (6-foot table for exhibit materials and hand-outs)
- Can include resume critiques and advice
- Exhibit table to promote organization & job opportunities
- Other special requests can be requested on the reservation form
- Advertisement - Please provide logo (.png or jpeg) a week before your visit
- 1920 x 1080 resolution

VISIT CAMPUS: **EMPLOYER OF THE DAY** COLLEGE OF BUSINESS - GLASS HALL

The College of Business hosts an **Employer of the Day** program for employers who recruit and hire business students.

Click [here](#) to learn more and to reserve space in Glass Hall



ON-CAMPUS INTERVIEWS

Recruiting through on-campus interviews is an excellent way to connect with talented students and enhance your organization's on-campus brand. Most on-campus interviews are held in the Career Center's satellite office. The Career Center staff are happy to discuss on-campus interview processes with you and schedule a visit to Missouri State University!

Conducting on-campus interviews is free but employers must have an approved Handshake Employer Account and positions posted must adhere to and meet the Missouri State University [Employer Policies](#) and [Principles for Employment Professionals](#) to be scheduled.

On-Campus Interviewing Accommodations

- Private interview room(s) in Glass Hall or specific academic building conference room(s)
- Complimentary light snacks and beverages
- Reception desk and waiting area for students
- Staff members in proximity for support
- Access to Wi-Fi so you can work in between interviews
- Additional space for greeters or lunch may be available upon request

ON-CAMPUS INTERVIEWS

Requirements for *Scheduling On-Campus Interviews*

On-campus interviews must be reserved at least three weeks prior to the scheduled interview date

Employer must

- Have an approved Handshake Employer account connected to Missouri State University
- Have job(s) or internship(s) posted in Handshake (See our Handshake instructions for creating an account and posting a position)

Employer must not have any outstanding balance with Missouri State University

Requirements for Employers *Conducting On-Campus Interviews*

- Maintain confidentiality of students and alumni information in accordance with the Family Educational Rights and Privacy Act (FERPA)
 - To protect student confidentiality, employers should refrain from discussing candidate qualifications/performance in public areas of the Career Center including open spaces outside the interview rooms.
- Limit on-campus interviews to Missouri State University students and alumni *
- Start interviews no earlier than 8:30 am.*
- Complete interviews by 4:00 p.m. and depart by 4:30 p.m.*

*Exceptions may be made with approval from the Missouri State University Career Center's Employer Relations Team. To request an exception, please contact CareerCenter@Missouristate.edu

ON-CAMPUS INTERVIEWS

Additional Employer Responsibilities

Maintain communication regarding on-campus interview reservations and schedules with the Missouri State University Career Center. This includes:

- Answering inquiries from the Employer Relations Team in a timely manner
- Canceling room reservations that are no longer needed as soon as possible
- Communicating all on-campus interview logistics to the recruiting staff who will be conducting the on-campus interviews
- Sharing the Missouri State University Career Center's recruiting policies with the recruiting staff who will be conducting the on-campus interviews

How to Request an Interview Schedule

On-campus interview requests may be entered through Handshake. Prior to building an interview schedule, it is recommended to Contact CareerCenter@Missouristate.edu to:

- Verify room availability for your desired date(s)
- Discuss positions your company is hiring to ensure it meets our guidelines
- Discuss special accommodations, if necessary

View instructions for how to post an interview schedule in Handshake

The Career Center will accommodate employer requests for virtual interviews and information sessions upon request. Follow similar instructions as in-person campus visits.

ON-CAMPUS INTERVIEWS

On-Campus Interviewing Schedule Options

- A *Pre-Select Schedule* is the most frequently used interview schedule. Employers set candidate screening criteria, review resumes, and select candidates to interview after the application deadline.
- An *Open Schedule* allows any qualified student to sign up for an interview time; there is no selection process on the employer's part.
- A *Room Only Schedule* is for employers who wish to schedule interviews directly with candidates. Many employers with a shorter recruiting timeline have used this option. Room only schedules must still be requested through Handshake.

Scheduling Considerations

Most on-campus recruitment occurs from September through November and February through April.



CONNECT WITH FACULTY IN COLLEGES & DEPARTMENTS

Target undergraduate and graduate students whose majors are of interest to your corporation by connecting with one of the colleges.

- William H. Darr College of Agriculture
- Judith Enyeart Reynolds College of Arts and Letters
- College of Business
- College of Education
- McQueary College of Health and Human Services
- College of Humanities and Public Affairs
- College of Natural and Applied Sciences
- Graduate College

Class Presentations

The Career Center cannot guarantee class visits as it depends on the instructor and their class schedule, but we can connect you with the appropriate academic departments and colleges as they may welcome visitors and virtual guests. To learn more about this opportunity, please contact us at 417-836-5636 or careercenter@missouristate.edu

Student Organizations

Attending Missouri State University Student Organization meetings is an excellent way to meet with students in focused group settings. Below is a list of the organizations & contact information.

- [Directory of all Missouri State University Student Organizations](#)

ENROLLMENT NUMBERS IN EACH MAJOR

William H. Darr College of Agriculture: [COAG Home Page](#)

1. Agriculture (General).....	38 Students
2. Agriculture Business	72 Students
3. Agriculture Education	40 Students
4. Agriculture Communication	12 Students
5. Animal Science	141 Students
6. Equine Science	9 Students
7. Environmental Plant/Crop Science	294 Students
8. Horticulture	54 Students
9. Natural Resources - General	26 Students
10. Natural Resources - Forestry	17 Students
11. Plant Science	12 Students
12. Wildlife Conservation	40 Students
1. Companion Animal Management (Certificate).....	7 Students
2. Soil Science (Certificate).....	12 Students
3. Sustainable Food Production (Certificate).....	6 Students

Total COAG: 780 Students

ENROLLMENT NUMBERS IN EACH MAJOR

Judith Enyeart Reynolds College of Arts & Letters: [COAL Home Page](#)

1. Art & Design – Ceramic, Computer Animation, Digital Art, Drawing & Photography, Visual Arts Culture/Visual Studies	171 Students
2. Art Education	57 Students
3. Art History	4 Students
4. Communication	324 Students
5. Design – Illustration & Graphic Design.....	184 Students
6. Electronic Art	99 Students
7. English	235 Students
8. English Education	99 Students
9. Journalism –Broadcast & Print/Internet.....	52 Students
10. Media – Digital Film, Film Studies, Media Production &..... Media Studies, Dramatic Writing	166 Students
11. Music – Performance, Education, General.....	245 Students
12. Professional Writing	58 Students
13. Public Relations	63 Students
14. Theatre & Dance – Musical Theatre, Speech & Theatre..... Education, Acting, Dance & Design, Theatre	290 Students
15. World Languages & Cultures	104 Students
1. Advocacy Writing (Certificate).....	13 Students
2. Basic Spanish Language (Certificate).....	25 Students
3. Child-Young Adult Literature (Certificate).....	4 Students
4. Conflict & Dispute Resolution (Certificate).....	36 Students
5. Documentary Filmmaking (Certificate).....	5 Students
6. Editing & Publishing (Certificate).....	31 Students
7. French for Communication (Certificate).....	28 Students
8. French for Profession (Certificate).....	8 Students
9. French Translation (Certificate).....	11 Students
10. Graphic Narrative (Certificate).....	1 Student
11. Hispanic Studies (Certificate).....	2 Students
12. Jazz Studies (Certificate).....	1 Student
13. Museum Studies (Certificate).....	8 Students
14. Press Politics (Certificate).....	2 Students
15. Recording Arts (Certificate).....	9 Students
16. Rhetoric & Argument Writing (Certificate).....	6 Students
17. Spanish for Professions (Certificate).....	9 Students
18. Video Production (Certificate).....	2 Students
19. Workplace Writing (Certificate).....	33 Students
20. Writing for TV & Film (Certificate).....	22 Students

Total COAL: 2407 Students

ENROLLMENT NUMBERS IN EACH MAJOR

College of Business: [COB Home Page](#)

1. Accounting/Accountancy	364 Students
2. Business Analysis	48 Students
3. Construction Management	247 Students
4. Entertainment Management	110 Students
5. Entrepreneurship	67 Students
6. Fashion Merchandising/Design	138 Students
7. Finance – Corporate Investments, Financial Planning; Real Estate.....	494 Students
8. General Business	806 Students
9. Information Technology & Cybersecurity	255 Students
10. IT Infrastructure & App Development	166 Students
11. Interior Design	117 Students
12. Management/Administrative Management	222 Students
13. Management/Human Resources	77 Students
14. Management/International Business	59 Students
15. Marketing/Advertising & Promotions	232 Students
16. Marketing/Marketing Management	239 Students
17. Marketing/Marketing Research	20 Students
18. Marketing/Professional Sales/Sales Management	131 Students
19. Mechanical Engineer Technology	27 Students
20. Risk & Insurance Management	60 Students
21. Supply Chain/Logistics/Analytics/Ops Mgt	69 Students
22. Technology Management	2 Students
23. Master of Business Administration	509 Students
24. Master of Health Administration	37 Students
25. Master of Science, Project Management	110 Students
1. Business Principles (Certificate).....	4 Students
2. Financial Awareness (Certificate).....	2 Students
3. Information Technology (Certificate).....	1 Students
4. Insurance (Certificate).....	1 Students
5. Leadership Development (Certificate).....	6 Students
6. Online Entrepreneurship (Certificate).....	3 Students
7. Relationship Selling (Certificate).....	1 Students

Total COB: 4624 Students

ENROLLMENT NUMBERS IN EACH MAJOR

College of Education: [COE Home Page](#)

1. Child & Family Development	92 Students
2. Child Life Studies	104 Students
3. Counseling – Community, Elementary, Mental Health & Secondary.....	124 Students
4. Early Childhood Education	262 Students
5. Education Administration – Elementary & Secondary, Superintendent...66	Students
6. Education, Counseling & Assessment Specialist	20 Students
7. Educational Technology	45 Students
8. Elementary Education	542 Students
9. Family & Consumer Science	45 Students
10. Literacy	95 Students
11. Middle School Education	92 Students
12. Special Education	156 Students
13. Vocational Business Education	5 Students
1. Infant-Toddler Development (Certificate).....	12 Students
2. International Perspective Special Ed (Certificate).....	7 Students
3. Working with Families (Certificate).....	3 Students
4. Working with Preschoolers (Certificate).....	8 Students
1. Student Affairs in Higher Education	23 Students
2. Teacher Certificates	197 Students
3. Teach and Learn MATL/Teacher Leadership	101 Students
4. Master of Art, Teaching	102 Students

Total COE: 2101 Students

ENROLLMENT NUMBERS IN EACH MAJOR

College of Health & Human Services: [CHHS Home Page](#)

1. Cellular & Molecular Biology.....	264 Students
2. Clinical Lab/Medical Technician.....	36 Students
3. Communication Science/Audiology.....	66 Students
4. Communication Science/Deaf & Hard of Hearing.....	15 Students
5. Communication Science/Speech-Lang Pathology.....	259 Students
6. Exercise & Movement Science.....	377 Students
7. Health Promotion & Wellness.....	8 Students
8. Health Services/Public Health.....	113 Students
9. Kinesiology.....	13 Students
10. Nurse Anesthesia.....	151 Students
11. Nursing.....	621 Students
12. Nutrition and Dietetics.....	115 Students
13. Occupational Therapy.....	53 Students
14. Physical Education.....	66 Students
15. Physical Therapy.....	120 Students
16. Physician Assistant.....	58 Students
17. Psychology/Applied Behavior Analysis.....	16 Students
18. Psychology/Clinical.....	16 Students
19. Psychology/Experimental.....	5 Students
20. Psychology/General.....	884 Students
21. Psychology/Gerontology.....	15 Students
22. Psychology/Industrial Organization.....	18 Students
23. Radiography	55 Students
24. Recreation, Park & Sports Administration.....	51 Students
25. Respiratory Therapy.....	9 Students
26. Social Work.....	345 Students
27. Sports Medicine & Athletic Training.....	136 Students
1. Cultural International Nutrition (Certificate).....	9 Students
2. Forensic Child Psychology (Certificate).....	42 Students
3. Foundations of Nutrition (Certificate).....	53 Students
4. Health Sciences (Certificate).....	74 Students
5. Spanish for Health Services (Certificate).....	1 Students

Total CHHS: 4065 Students

ENROLLMENT NUMBERS IN EACH MAJOR

College of Humanities & Public Affairs: [CHPA Home page](#)

1. Anthropology	89 Students
2. Criminology & Criminal Justice	436 Students
3. Defense & Strategic Studies/Military Science	97 Students
4. Economics	53 Students
5. History	203 Students
6. History Education	119 Students
7. Philosophy	30 Students
8. Political Science	117 Students
9. Global Studies Graduate Program	13 Students
10. Public Administration	21 Students
11. Religious Studies	53 Students
12. Sociology	81 Students
1. Agriculture Economics (Certificate)	2 Students
2. Archaeology (Certificate)	2 Students
3. Conservation Law Enforcement (Certificate)	13 Students
4. Criminal Courts (Certificate)	18 Students
5. Criminal Investigation (Certificate)	86 Students
6. Cultural Anthropology (Certificate)	9 Students
7. Diversity in United States (Certificate)	11 Students
8. Family-Juvenile Support (Certificate)	29 Students
9. Interfaith Engagement (Certificate)	5 Students
10. Medical Humanities (Certificate)	45 Students
11. Non-Profit Leadership (Certificate)	10 Students
12. Terrorism & National Security (Certificate)	17 Students

Total CHPA: 1559 Students

ENROLLMENT NUMBERS IN EACH MAJOR

College of Natural & Applied Sciences: [CNAS Home page](#)

1. Biology/General	269 Students
2. Biology Education	19 Students
3. Biology/Eco, Environment & Evolution	28 Students
4. Biology/Microbiology & Biotech	51 Students
5. Biology/Wildlife Biology	125 Students
6. Biology/Wildlife Conservation & Management	53 Students
7. Chemistry	81 Students
8. Chemistry/Biochemistry	51 Students
9. Chemistry/Industrial	13 Students
10. Computer Science	342 Students
11. Computer Science/Software Development	131 Students
12. Geography/Environment, Cultural & Tourism	23 Students
13. Geography/Planning – Community Regional	14 Students
14. Geology	65 Students
15. Geospatial Sciences	21 Students
16. Engineering/Civil Engineering	85 Students
17. Engineering/Electrical Engineering	68 Students
18. Mechanical Engineering	74 Students
19. Hospitality Leadership	210 Students
20. Mathematics/Actuarial Math	10 Students
21. Mathematics/Applied Math	11 Students
22. Mathematics/General	37 Students
23. Mathematics/Statistics	9 Students
24. Math Education	35 Students
25. Natural & Applied Science	22 Students
26. Physics – General	24 Students
27. Physics/Astronomy & Astrophysics	24 Students
28. Physics/Engineering & Applied Physics	2 Students
29. Physics/Material Physics	27 Students

Continue to next page

ENROLLMENT NUMBERS IN EACH MAJOR

College of Natural & Applied Sciences (continued)

1. Environmental Education Certification.....	9 Students
2. Applied Geospatial Science (Certificate).....	11 Students
3. Geographic Information Science Certification.....	6 Students
4. Globalization-Sustainability Certification.....	14 Students
5. Environmental Geoscience Certification.....	5 Students
6. Geoarchaeology Certification.....	1 Students
7. Geog Info Science Certification.....	12 Students
8. Geologic Foundation Certification.....	9 Students
9. Paleontology Certification.....	7 Students
10. Small Town Planning Certification.....	5 Students
11. Pharmaceutical Science Certification.....	65 Students
12. Computational Science Certification.....	11 Students
13. Web Programming Certification.....	37 Students
14. Advanced Hospitality Leadership Certification.....	58 Students
15. Essentials Hospitality Management (Certificate).....	41 Students
16. Food & Bev Operations Certification.....	32 Students
17. Lodging Management (Certificate).....	10 Students

Total CNAS : 2253 Students

ENROLLMENT NUMBERS IN EACH MAJOR

Graduate College: [Grad College Home Page](#)

1. Applied Communication	20 Students
2. Project Management	3 Students
3. Homeland Security	1 Students
4. Hospitality Administration	3 Students
5. Individualized	3 Students
6. Producing & Screenwriting	1 Students
7. Criminal Justice	3 Students
8. Sports Management	25 Students
9. Interdisciplinary Studies	31 Students
10. Graduate Certificate	12 Students

Total Grad: 102 Students

Undergraduate College/Provost:

1. Global Studies	38 Students
2. General Studies	125 Students
3. Exchange Students	13 Students
4. Professional UG Programs (Pre-)	8 Students
5. Undeclared	337 Students

Total Undergrad: 521 Students

CONNECT WITH STUDENT ORGANIZATIONS & DIVERSITY RESOURCES

Inclusive Excellence for Missouri State University students

[Inclusive Excellence Driving University Success - President - Missouri State](#)

Diversity Resources for Employers

[NACE Resources](#) - Formal Diversity Recruiting Efforts Climb Among Employers (naceweb.org)

[NACE's Diversity, Equity, and Inclusion Statement](#) (naceweb.org)

[Diversity Hiring and Authenticity at Work](#) (naceweb.org)

Student Organizations related to diverse student populations

- African Student Association
- Association of Black Collegians
- Black Student Athlete Alliance
- Chinese Students and Scholars Association (CSSA)
- Indian Students Association (Indian Students Association - ISA)
- International Public Affairs Leaders (iPALs)
- International Student Services
- Japanese Club
- Korean Student Association
- Le Club Français (Les Francophones)
- LGBTQ Student Organizations (Melaqueer, Spectrum & Advocates)
- Mongolian Student Association
- Muslim Students Association (MSA)
- Saudi Club of MSU
- Spanish Club (The Spanish Club)
- Taiwanese Student Association
- Veteran Student Association

BE A MENTOR

If your organization is interested in connecting with and supporting Missouri State University students and alumni through additional involvement, please email us at CareerCenter@Missouristate.edu. Employer opportunities include the following: reviewing resumes, offering mock interviews, hosting job shadow events or site tours. We, as the Career Center staff, look forward to discussing your interests and goals with you.

The two options for “Being a Mentor” include

- Allowing students to contact you directly to request career advice
- Allowing students to conduct information interviews with you to learn more about your profession



LEARN ABOUT OUR BEARS

(Based on Missouri State University Bear Stats)

Total Student Enrollment: 22,926 (Fall 2021)

- Undergraduate Enrollment: 18,838
- Graduate Enrollment: 4,088

Bears by Ethnicity (Fall 2021)

	Undergrad	Graduate	Total	%Total
Hispanic	853	171	1024	4.5%
American Indian/Alaska Native	60	18	78	0.3%
Asian	359	107	466	2%
Black/African American	622	163	785	3.4%
Native Hawaiian/Pacific Islander	22	3	25	0.1%
White/Non-Hispanic	14,982	3,062	18,044	78.7%

LEARN ABOUT OUR BEARS

(Based on Missouri State University Bear Stats)

Bears by Age (Fall 2021)

	Undergrad	Graduate	Total	%Total
17 and Under	3,994	0	3,994	17.4%
18-21	10,309	82	13,391	45.3%
22-24	2,844	1,379	4,223	18.4%
25-29	841	970	1,811	7.9%
30 and Older	850	1,657	2,507	10.9%

The average Bear age is 22 years old

(Undergraduates – 21 years old/Graduates – 31 years old)



WE LOOK FORWARD TO WORKING WITH YOU!



Carrington 309 | Glass Hall 276 - careercenter.missouristate.edu - (417) 836-5636