



**RUTGERS–NEW BRUNSWICK**

# Career Exploration and Success

## **ORGANIZATIONAL STRUCTURE**

39 Full-time Staff and 15 Graduate Coordinators



## OFFICE OF CAREER EXPLORATION & SUCCESS MISSION STATEMENTS:

Career Exploration and Success (CES) is committed to assisting students with making connections between their academic experience and career paths. We provide career-related advising, resources, and programs to help individuals discover their interests, values, and skills, explore careers and academic pathways, develop skills through internships and professional connections, and pursue their post-graduate goals. We build relationships with alumni, employers, and graduate schools to optimize internship, job, and career opportunities while also creating strategic partnerships with campus departments to assist students in developing and articulating co-curricular experiences that will help to ensure they are competitive in their future pursuits.

### CAREER DISCOVERY UNIT:

The Career Discovery Unit is dedicated to guiding students through the early stages of their career journey. Its primary objective is to assist them in discovering their interests, skills, and values, while facilitating the exploration of potential career pathways to inform future decision-making.

- **First-Year Career Engagement Team:** The team builds student-to-campus connections through the lens of career exploration, laying a foundation for empowered discovery and informed decision-making for meaningful academic and career paths.
- **Career Exploration Team:** The team guides students in uncovering interests, skills, and values, while assisting them in exploring potential career paths. Providing collaborative career guidance, resources, and programs that bridge academics with careers, the team contributes to CES's overarching mission.
- **Career Pathways Team:** The team directs its efforts towards empowering students to leverage their individuality as a strength. This entails guiding them through their career trajectories, facilitating mentor connections, and presenting them with employers that resonate with their values, inspiring students to proactively delve into these connections.

### CAREER READINESS UNIT:

The Career Readiness Unit guides students through the later stages of their career journey. Its main goals are to help them develop skills, connect to meaningful professional experiences, and master contemporary strategies to enhance competitiveness post-graduation.

- **Internships & Professional Development Team:** The team is dedicated to facilitating students' connection to high-impact internship experiences and equipping them with the tools to effectively articulate these experiences and essential skills, thus fostering competitiveness in their future pursuits.
- **Career Success Strategy Team:** The team specializes in providing coaching and programs tailored for students within specific career interest communities. Additionally, the team develops and nurtures campus partnerships to enhance outreach and specialization, ensuring students excel in contemporary job searches and graduate school applications, all in line with CES's overarching mission to prepare students for competitive success post-graduation.

### INDUSTRY & STUDENT CONNECTIONS UNIT:

The Industry & Student Connections Unit strategically connects students, recent graduates, industry, and campus partners to ensure a diverse employer base for Rutgers. By collaborating with other units, supporting initiatives, and facilitating connections, they empower students for post-graduation success.

- **Recruiting Programs Team:** The team is dedicated to creating dynamic employment opportunities that enable industry partners to effectively connect with students at-large through networking events, interview programs, and employment platforms, fostering opportunities for students' future pursuits.
- **Industry & Campus Connections Team:** The team cultivates meaningful relationships with industry partners, enabling deeper connections within the campus community through specialized recruiting opportunities.

### CAREER OPERATIONS & STRATEGIC INITIATIVES UNIT:

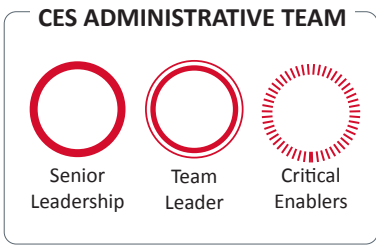
The Career Operations & Strategic Initiatives Unit ensures equal access to CES resources, connects students to them, provides data-driven decision support, and establishes essential administrative and technical structures for smooth operations.

- **Strategic Outreach Team:** The team undertakes a multifaceted mission: driving awareness of CES resources, encouraging student engagement, and critically guiding our staff in maintaining a professional presence. Through adept brand management and deliberate communication strategies, the team ensures student confidence in our mission and enhances our department's credibility and excellence, fostering positive perceptions among students and employers alike.
- **Operations Team:** The team plays a dual role: ensuring equitable resource access and overseeing crucial financial, administrative, technological, analytical, and assessment components that underpin the provision of high-quality resources, thus both connecting students to their career journeys and furnishing the CES department with a solid foundation for its work.



**CAROLYN MOEHLING**  
Sr. Vice Provost  
& Vice Chancellor

ACADEMIC  
SCHOOL DEANS



# OFFICE OF THE EXECUTIVE DIRECTOR & CAMPUS CAREER ECOSYSTEM

Career Exploration and Success (CES) consists of four units led by directors composing the senior leadership team. Positioned centrally within the Offices of the Chancellor and Provost, CES brings together advisory boards, committees, and councils comprising student leaders, campus partners, and industry professionals, all dedicated to the career success of Rutgers students. This structure, working alongside CES staff and professional development personnel campus-wide, forms the Rutgers Campus Career Ecosystem.



**WILLIAM (Wil) JONES**  
Executive Director, Career  
Exploration & Success

## CAREER DISCOVERY UNIT



**SUE PYE**  
Unit Director,  
Career Discovery

## CAREER READINESS UNIT



**JENNIFER BROYLES**  
Unit Director,  
Career Readiness

## INDUSTRY & STUDENT CONNECTIONS UNIT



**MICHELLE GALANDO**  
Unit Director,  
Industry & Student  
Connections

## CAREER OPERATIONS & STRATEGIC INITIATIVES UNIT



**BARBARA THOMSON**  
Unit Director,  
Career Operations  
& Strategic Initiatives

### CAMPUS CAREER ECOSYSTEM

#### CAMPUS ONLINE CAREER RESOURCES COMMITTEE CHAIR: TOPHER SUTTON

The committee discusses updates with Rutgers Handshake and Student-Alumni Career Connect, reviews new online vendors, and develops implementation strategies. It is comprised of career services professionals from across the campus.

#### CAMPUS POST-GRADUATION SURVEY COMMITTEE CHAIR: MADELINE GIORDNA

The committee reviews post-graduation survey questions, discusses data collection practices, and ensures adequate knowledge rates. It is comprised of representatives from each academic school.

#### CAMPUS INTERNSHIP ADVISORY COUNCIL CHAIR: RANIA PLAZAS

The council discusses new internship trends, provides professional development, shares information, and coordinates internship policies and protocols. It is comprised of representatives from across the campus.

#### CAMPUS INDUSTRY DEVELOPMENT COUNCIL CHAIR: MICHELLE GALANDO

The council is the coordinating body to further connections with employers and alumni. It provides a forum for recruiting-related discussion and professional development. The council is comprised of industry development professionals across campus.

#### CAMPUS CAREER COMMUNITY ADVISORY BOARDS SENIOR CHAIR: JENNIFER BROYLES

Boards provide programming direction and internal/external coordination for each of the various career communities within CES. They are comprised of employers, alumni, campus partners, student leaders, and CES staff.



# CAREER DISCOVERY UNIT

11 Full-time Staff and 5 Graduate Coordinators

The Career Discovery Unit is dedicated to guiding students through the early stages of their career journey. Its primary objective is to assist them in discovering their interests, skills, and values, while facilitating the exploration of potential career pathways to inform future decision-making.

(See Individual Team Statements of Purpose on Page 2)

## CAREER COMMUNITY ASSIGNMENTS KEY:

(See Community Team Pairings on Pg. 8)

### INTEREST AREAS:

1. Arts, Multimedia, & Communication
2. Ed., Human Services, & Non-Profits
3. Environment & Sustainability
4. Food, Ag., & Natural Resources
5. Hospitality & Tourism
6. Life & Health Sciences
7. Management, Operations, Human Resources, & Finance
8. Medical Professions
9. Physical Sciences
10. Policy, Law, & Public Safety
11. Sales, Marketing, & Entrepreneurship
12. Technology & Engineering

### STILL EXPLORING:

13. Undecided & Exploratory Community

### STUDENT POPULATIONS:

14. Asian American, Pacific Islander, Black, Latinx, & Indigenous
15. Doctoral Students
16. First-Generation Students
17. General Student Organizations
18. International Students
19. LGBTQ Students
20. Military-Affiliated Students
21. Rutgers Student Employees
22. Student Athletes
23. Students with Disabilities
24. Women Students

## CES ADMINISTRATIVE TEAM



## CAREER EXPLORATION TEAM



**DAVID BILLS**  
Associate Director,  
Career Exploration



**SCOTT BORDEN**  
Assistant Director,  
Career Exploration  
(Manages Grad. Counseling Program)



**TIFFANY RICE**  
Assistant Director,  
Career Exploration  
(Communities: 13)



**JAYATI BIST**  
Graduate Coordinator,  
Career Exploration (15 h)  
(Communities: 13)

## FIRST-YEAR CAREER ENGAGEMENT TEAM



**SUSAN BENNETT**  
Associate Director,  
First-Year Career Engagement  
(Manages Co-adjuncts)



**EILEEN HALLMAN**  
Assistant Director,  
First-Year Career Engagement



**LUKE FERRELL**  
Graduate Coordinator,  
First-Year Career Engagement  
(15 h)



**NIKOLE D. MARCHESE**  
Graduate Coordinator,  
First-Year Career Engagement  
(15 h)



**JESSICA WILSON**  
Assistant Director,  
First-Year Career Engagement



**ALESSA E. MANUOLA**  
Graduate Coordinator,  
First-Year Career Engagement  
(15 h)

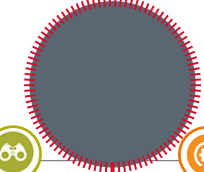


**RITHIKA SRIRAM**  
Graduate Coordinator,  
First-Year Career Engagement  
(15 h)

## CAREER PATHWAYS TEAM



**STACEY KOHLER**  
Associate Director,  
Career Pathways  
(Communities: 18, 20, 22)



**VACANT**  
Sr. Assistant Director, 4WARD  
Career Pathways Program  
(Communities: 16, 23)



**KATHRYN LOBO**  
Graduate Coordinator,  
Career Pathways (20 h)  
(Communities: 23, 24)



**RUDRANI GANGOPADHYAY**  
Sr. Assistant Director, Graduate  
Student Career Pathways  
(Communities: 15)



**AIRELLE SMITH**  
Asst. Director, Career Advocacy  
& Professional Inclusion  
(Communities: 14, 19)

# CAREER READINESS UNIT

11 Full-time Staff and 3 Graduate Coordinators

The Career Readiness Unit guides students through the later stages of their career journey. Its main goals are to help them develop skills, connect to meaningful professional experiences, and master contemporary strategies to enhance competitiveness post-graduation.

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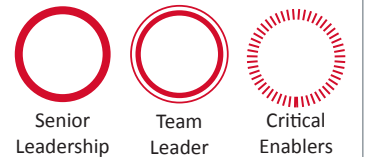
### STILL EXPLORING:

13. Undecided & Exploratory Community

### STUDENT POPULATIONS:

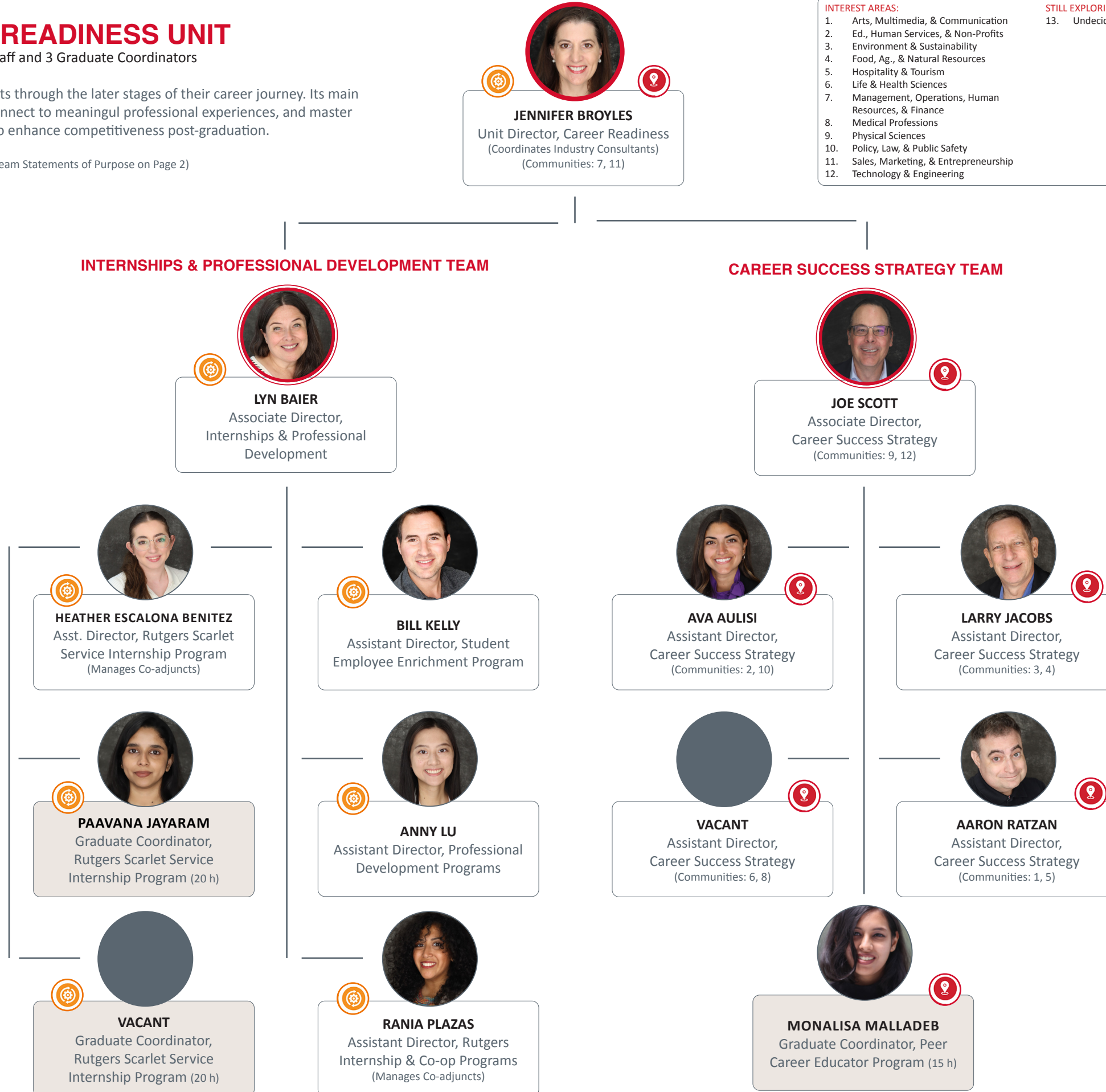
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## CES ADMINISTRATIVE TEAM



## INTERNSHIPS & PROFESSIONAL DEVELOPMENT TEAM

## CAREER SUCCESS STRATEGY TEAM



# INDUSTRY & STUDENT CONNECTIONS UNIT

9 Full-time Staff and 3 Graduate Coordinators

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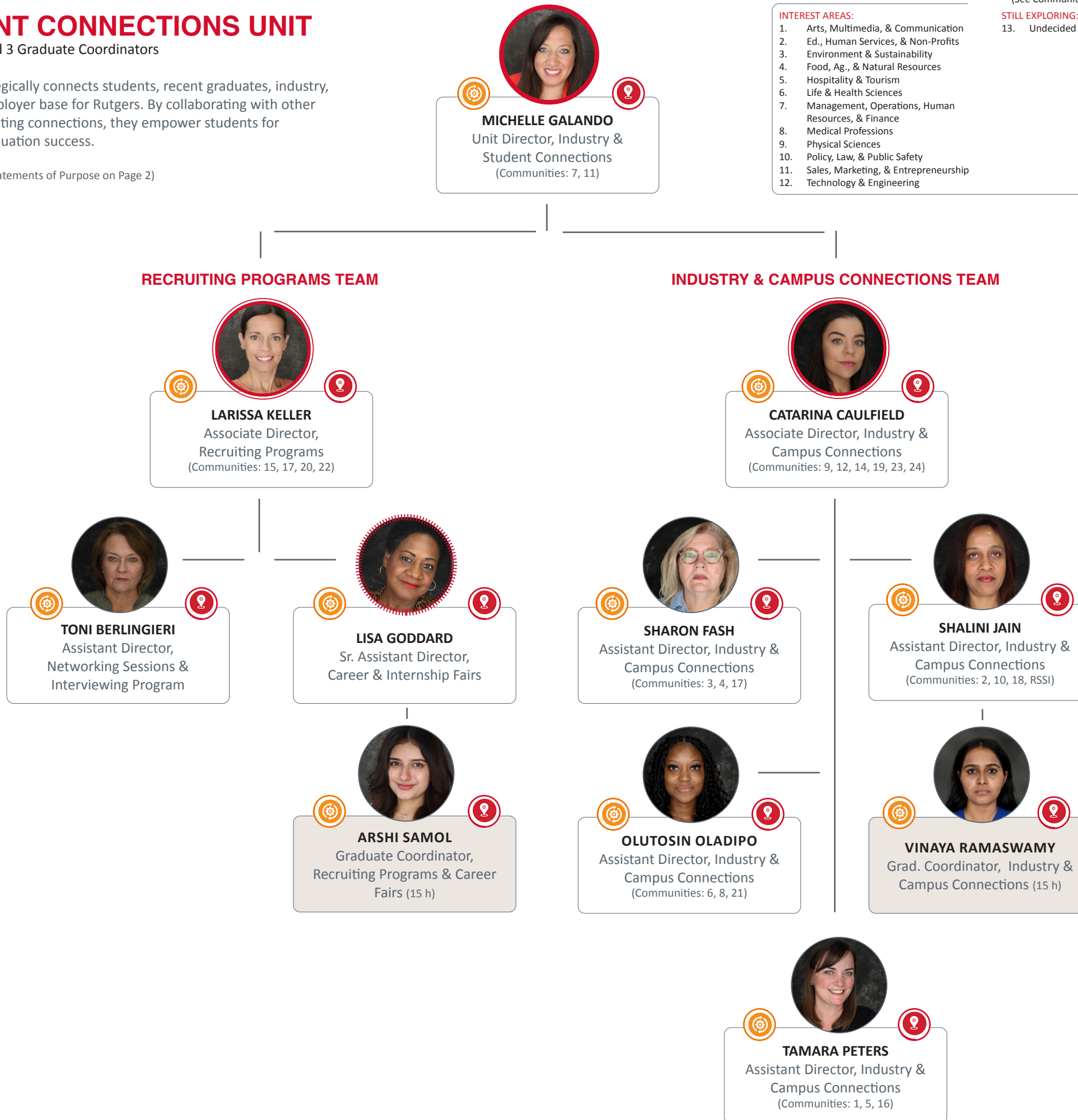
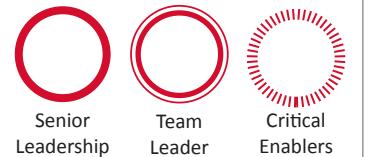
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### CES ADMINISTRATIVE TEAM



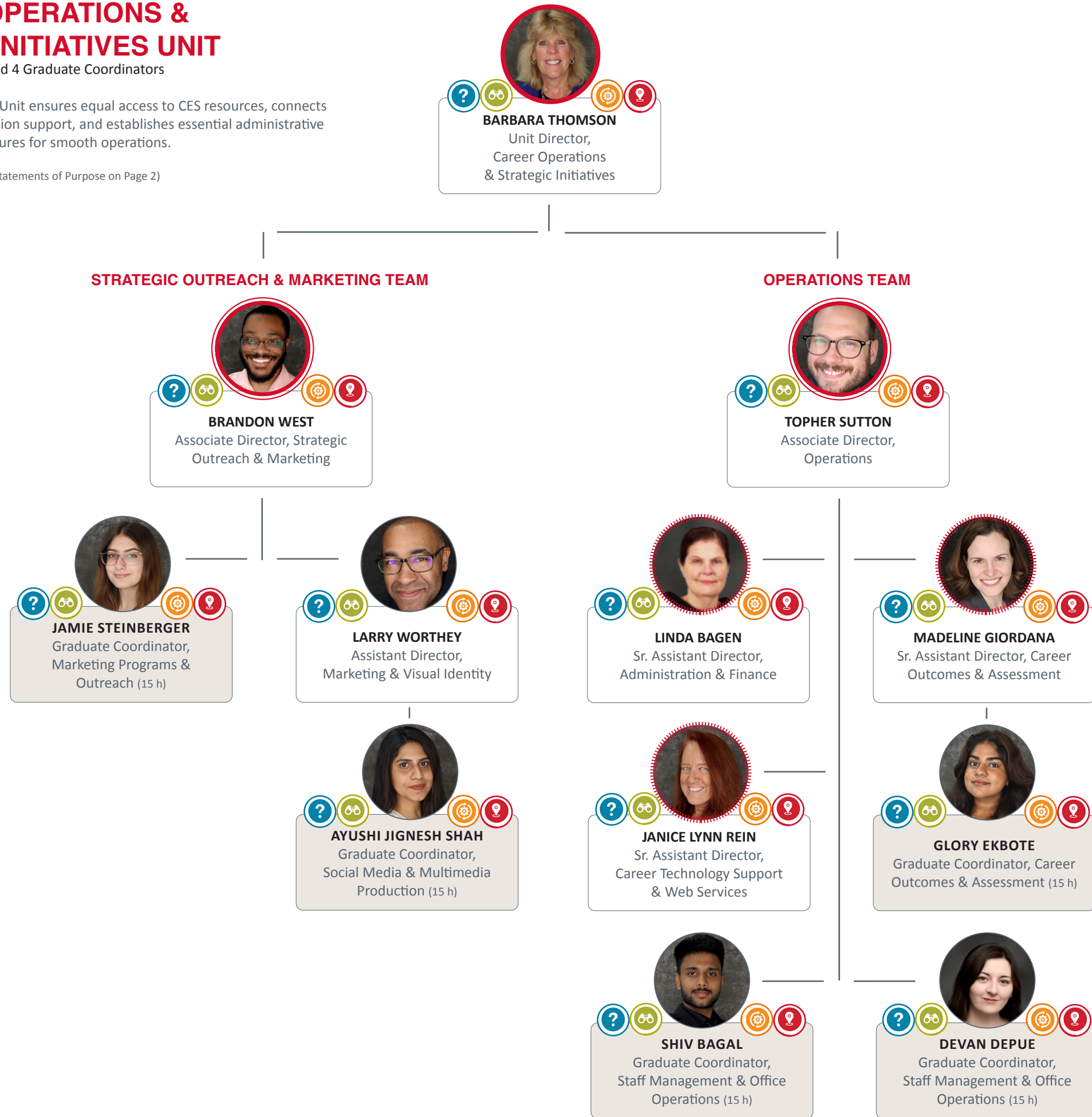
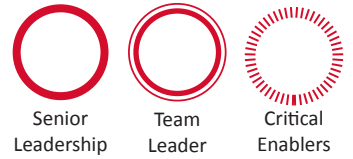
# CAREER OPERATIONS & STRATEGIC INITIATIVES UNIT

7 Full-time Staff and 4 Graduate Coordinators

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## CES ADMINISTRATIVE TEAM



# CAREER COMMUNITY TEAMS

The Office of Career Exploration and Success uses a career development model focused on provided resources via career communities. This model allows students to break out of the confines of viewing career opportunities based on majors and opens the door to more career options through collaborations across campus silos.. Events, job/internship postings, alumni mentors, post-graduation career outcomes, and communications are structured around these career communities each led by a student-facing staff and employer-facing staff member.

## CAREER INTEREST COMMUNITIES:

## CAREER STUDENT COMMUNITIES:

Arts, Multimedia, & Communication Community | Hospitality & Tourism Community

Career Advocacy & Professional Inclusion Communities  
(Asian American, Pacific Islander, Black, Latinx, & Indigenous Students, LGBTQ Students, Students with Disabilities, and Women)

Rutgers Student Employee Community



**AARON RATZAN**  
Student Programming & Advising Representative



**VACANT**  
Employer Outreach Representative



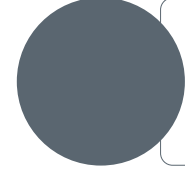
**AIRELLE SMITH**  
Student Programming & Advising Representative



**CATARINA CAULFIELD**  
Employer Outreach Representative



**VACANT**  
Student Programming & Advising Representative



**VACANT**  
Employer Outreach Representative

Education, Human Services, & Non-Profits Community | Policy, Law, & Public Safety Community

Doctoral Student Community

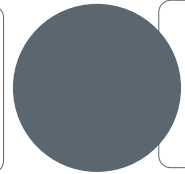
Student Athletes Community



**AVA AULISI**  
Student Programming & Advising Representative



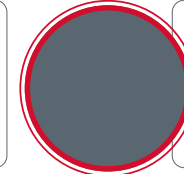
**SHALINI JAIN**  
Employer Outreach Representative



**VACANT**  
Student Programming & Advising Representative



**LARISSA KELLER**  
Employer Outreach Representative



**TAMARA PETERS**  
Student Programming & Advising Representative



**LARISSA KELLER**  
Employer Outreach Representative

Environment & Sustainability Community | Food, Agriculture, & Natural Resources Community

First-Generation Student Community



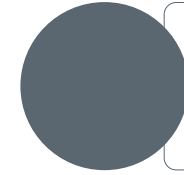
**LARRY JACOBS**  
Student Programming & Advising Representative



**SHARON FASH**  
Employer Outreach Representative



**STACEY KOHLER**  
Student Programming & Advising Representative



**VACANT**  
Employer Outreach Representative

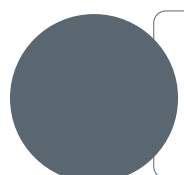
Life & Health Sciences Community | Medical Professions Community

General Student Organization Student Community

## UNDECIDED & EXPLORATORY COMMUNITY:



**MINDY O'MEALIA**  
Student Programming & Advising Representative



**VACANT**  
Employer Outreach Representative



**Anny Lu**  
Student Programming & Advising Representative



**LARISSA KELLER**  
Employer Outreach Representative



**TIFFANY RICE**  
Student Programming & Advising Representative



**SHARON FASH**  
Employer Outreach Representative

Management, Operations, HR, & Finance Community | Sales, Marketing, & Entrepreneurship Community

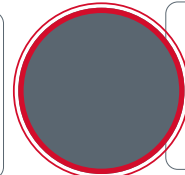
International Student Community



**JENNIFER BROYLES**  
Student Programming & Advising Representative



**MICHELLE GALANDO**  
Employer Outreach Representative



**TAMARA PETERS**  
Student Programming & Advising Representative



**SHALINI JAIN**  
Employer Outreach Representative

Technology & Engineering Community | Physical Sciences Community

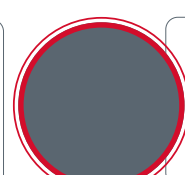
Military-Affiliated Student Community



**JOE SCOTT**  
Student Programming & Advising Representative



**CATARINA CAULFIELD**  
Employer Outreach Representative



**TAMARA PETERS**  
Student Programming & Advising Representative



**LARISSA KELLER**  
Employer Outreach Representative