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# THE UNIVERSITY OF MISSISSIPPI CAREER CENTER



EMPLOYER SERVICES GUIDE  
[www.HireOleMissRebs.com](http://www.HireOleMissRebs.com)

**ConsolidatedGraphics**



(bottom row: Amanda Walker, Casey Cockrell, Toni Avant, Marla Holcomb;  
top row: Mark McCloud, Vera Chapman, and Jonathan Harrington)

Dear Employer,

The Career Center at The University of Mississippi is the pivotal source of employer services on the Oxford campus. Our goal is to help you make the most favorable connections with students and recent graduates, as well as key members of the University's faculty and staff who are instrumental in the career development of our students.

Whether you have a need to identify and hire talent for full-time, part-time, or internship positions, our team stands ready to assist you with developing a personalized strategy to meet your organization's objectives. We offer a variety of branding and outreach opportunities, as well as recruiting services and interviewing options to assist you in obtaining your goals. We look forward to partnering with you to ensure that you have a successful and productive experience at the University.

Warm regards,

Toni D. Avant, Director

## THE UNIVERSITY OF MISSISSIPPI

Welcome Employers! The University of Mississippi is a public, comprehensive, research institution that exists to enhance the educational, economic, healthcare, social and cultural foundations of the state, region, and nation. As the oldest public institution of higher learning in the state and as a Carnegie Research University (high research activity), the institution's primary functions are the creation, dissemination, and application of knowledge through a variety of undergraduate, graduate and professional programs and public service activities.



The University's main campus at Oxford emphasizes a traditional, residential educational experience, with a central College of Liberal Arts and professional schools of Accountancy, Applied Sciences, Business Administration, Education, Engineering, Journalism and New Media, Law, and Pharmacy. Through its breadth of academic and research programs and its strong liberal arts tradition, the Oxford campus serves the educational needs of the entire state and also attracts a high percentage of out-of-state students. Take a look at our enrollment breakdown below.

### ENROLLMENT 2011-12

#### Total Enrollment

	Headcount	% Full-Time	% In-State
Undergraduate	15,346	93.0%	63.3%
Graduate	2,089	65.4%	59.6%
Law	531	99.4%	85.5%
Pharm D	258	99.6%	98.1%
<b>Total</b>	<b>18,224</b>	<b>90.1%</b>	<b>64.1%</b>

#### By Ethnicity

	Headcount	Percent
African American	3,020	16.6%
American Indian	65	0.4%
Asian	627	3.4%
Hispanic or Latino	461	2.5%
Native Hawaiian, Pacific Islander	26	0.1%
Two or More Races	235	1.3%
Unknown	48	0.3%
White	13,742	75.4%

## By College/School

	Headcount	Percent
Accountancy	725	4.0%
Applied Sciences	2,245	12.3%
Business	2,762	15.2%
Education	1,133	6.2%
Engineering	947	5.2%
General Studies	86	0.5%
Graduate	2,089	11.5%
Journalism & New Media	623	3.4%
Law	531	2.9%
Liberal Arts	6,234	34.2%
Pharmacy	849	4.7%
294 PharmD, 473 Undergraduate		

For a List of Majors offered at The University of Mississippi visit  
<http://career.olemiss.edu/documents/UMMAJORS-1.pdf>

For a list of department contacts visit  
<http://career.olemiss.edu/documents/DeansandDepartments.pdf>

## How Can THE UNIVERSITY OF MISSISSIPPI CAREER CENTER help you?

The University of Mississippi Career Center is here to assist you with your recruiting needs. We provide you with space to conduct interviews, host information sessions, and opportunities to make classroom presentations to market your company to the students/ upcoming graduates.

The Career Center is located in the Martindale Student Services Center in Suite 303. Offering five professional interview rooms, a private conference room, and a separate interview lobby for the exclusive use of on-campus recruiting, the Career Center at The University of Mississippi can comfortably accommodate even the most demanding recruiting schedules.



We believe recruiters and students come together most effectually when an employer comes to campus to conduct interviews, host information sessions, and attend career fairs. The University of Mississippi Career Center's EmployUM site uses CSO software to facilitate and advertise on-campus events and job postings. EmployUM allows you to post and manage jobs, request on-campus interview space and schedules, register for career fairs, search our resume database and download resumes.

## OUR MISSION

The Career Center's programs and services are designed to complement and enhance the mission of the Division of Student Affairs and The University of Mississippi. The Career Center's mission is to assist students in making the successful transition from academia to the world of work. In order to carry out this mission effectively, the Career Center provides students with opportunities to engage in meaningful activities related to career development and employment. All students, from freshman year to graduation and beyond, are encouraged to take full advantage of these valuable services.

## ON-CAMPUS RECRUITING

All students enrolled may participate in on-campus recruiting activities advertised through their complimentary EmployUM accounts. Powered by CSO Interfase, this system enables students to post resumes electronically to



the Career Center's website and view the many interview opportunities available at the University during the fall and spring semesters. Interview opportunities are listed in several ways: pre-select; open sign-up; and resume drops. Deadline dates, position descriptions, candidate qualifiers, and links to employers' web pages are provided in these listings. Pre-select allows students to submit their resumes to employers for review, electronically prior to scheduling an interview. Once Employers select students from the resumes submitted, students may select an interview time through the EmployUM

system. Open sign-up allows students to sign up on an employer's interview schedule, based on the qualifiers provided in the position description. Resume Drops are used by employers who may not wish to schedule interview dates, but prefer to announce employment opportunities and collect resumes from our students. When an employer using the resume drop feature has an interest in a candidate, the employer will contact the candidate, directly, to arrange an individual interview time.

## EMPLOYER SIGN UP AND ACCESS TO EMPLOYUM

To register for an Employer Account, go to [www.HireOleMissRebs.com](http://www.HireOleMissRebs.com) and click on the Employer Login link. You will be redirected to a login page. If you are a new user, select the link, "Click Here to Register". After completing the database form about your company and contact information, the system will require you to save and submit your profile. During the profile setup, you will be asked to respond to a statement regarding your organization's Equal Employment Opportunity status, and provide a link to your website where your policy is posted in order to complete the employer registration process. Your account registration will be sent to the Career Center administrator for approval. You may post jobs within your profile under the Jobs tab. All jobs and interview requests are pending until approved by the administrator. You will receive an email confirmation once your job or interview schedule has been approved. If you have any questions regarding the registration procedures, please contact us at 662-915-7174.

## JOB LOCATION AND DEVELOPMENT PROGRAM

The Job Location and Development Program (JLD) is partially funded by the federal government to assist students seeking off-campus employment while enrolled in school. JLD serves all students, undergraduate and graduate, regardless of financial need. Employers are encouraged to access The University of Mississippi Career Center as a free referral service for immediate, part-time job openings in the Oxford community.

## INFORMATION SESSIONS

Employers visit campus to conduct information sessions about their companies, to discuss career / internship opportunities, and to provide overviews of career ladders within their organizations. Generally, information sessions are held on campus the day before on-campus interviews are conducted.



## CLASSROOM PRESENTATIONS AND LECTURES

Often, employers are invited to speak in classrooms and provide valuable career tips, subject information, and networking opportunities directly to students. Students may be given time to speak one-on-one with employers about their career interests as well.



## CAREER FAIRS

Career fairs are a great way to network, explore potential employment opportunities, and gain first-hand career information from top-notch corporate and non-profit recruiters. Additionally, graduate and professional school representatives are available to answer questions and guide students as they prepare for advanced education.

## FALL EVENTS

Graduate School Fair . . . . .	September
All Majors Career Fair . . . . .	September
Pharmacy Recruitment Day . . . . .	Sept. /Oct.
Engineering and Technology Career Day . . . . .	October
Risk Management & Insurance Recruitment Day . . . . .	Sept. /Oct.
Internship Fair . . . . .	October/TBA

## SPRING EVENTS

All Majors Career Fair . . . . .	February
Engineering and Technology Career Day . . . . .	February
Risk Management and Insurance Recruitment Day . . . . .	February
Educator Career Day . . . . .	April

*\*All dates subject to change without notice. Contact the Career Center for dates, times and locations.*

## THE CAREER CENTER AT THE UNIVERSITY OF MISSISSIPPI – Area Information

### Approximate Driving Times

Memphis, TN to Oxford, MS . . . . .	1.5 hours
Jackson, MS to Oxford, MS. . . . .	3.0 hours
Little Rock, AR, to Oxford, MS . . . . .	3.0 hours
Birmingham, AL to Oxford, MS. . . . .	3.5 - 4 hours
Nashville, TN to Oxford, MS . . . . .	4.0 hours
Atlanta, GA to Oxford, MS. . . . .	6.0 hours
New Orleans, LA to Oxford, MS . . . . .	6.0 hours
St. Louis, MO to Oxford, MS . . . . .	6.0 hours
Dallas, TX to Oxford, MS . . . . .	10 hours

### HOTEL INFORMATION

In Oxford, we enjoy a way of life that offers the finer characteristics of a small Southern town, and all of the amenities of a dynamic university environment. In an effort to make your visit easier, local hotel information is provided below. We are certain that you will enjoy your stay in Oxford and your visit to The University of Mississippi.

<p><b>The Inn at Ole Miss</b> <a href="http://www.theinnatolemiss.com">www.theinnatolemiss.com</a> (662) 234-2331 • University of Mississippi</p> <p><b>Comfort Inn</b> (662) 234-6000 • 1808 Jackson Avenue West</p> <p><b>Days Inn</b> (662) 234-9500 • 1101 Frontage Road</p> <p><b>Downtown Oxford Inn &amp; Suites</b> (662) 234-3031 • 400 North Lamar Boulevard</p>	<p><b>Hampton Inn</b> (662) 232-2442 • 110 Heritage Drive</p> <p><b>Holiday Inn Express</b> (662) 236-2500 • 1-800-HOLIDAY • 112 Heritage Drive</p> <p><b>Super 8</b> (662) 234-7013 • 2201 Jackson Avenue West</p>
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### TAXI AND RENTAL INFORMATION

#### Taxi/Shuttle Service

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|--|--|
| o Angel Taxi: 662-715-9382                       | o Carbo Limo of Oxford: 662-801-7890   |
| o Event Limo: 662-308-0071                       | o Rock Star Taxi: 662-701-7019         |
| o Mississippi Delta Transportation: 662-822-8726 | o Hotty Toddy Taxi: 662-832-8636       |
| o Rebel Taxi: 662-832-7433                       | o Sonrise Transportation: 662-234-6300 |

#### Rental Cars

- o Enterprise Rent-A-Car: 662-281-0508 or 800-736-8222
- o Sensible Car Rental of Oxford: 662-234-4004

## Think! Sponsorship

## SPONSORSHIP OPPORTUNITIES

Consider becoming a **STAR SPONSOR!** Star Sponsorship provides special branding opportunities for employers attending designated recruiting events, hosted by the

Career Center. Sponsors will receive the following:

- advertising on Career Day promotional materials
- company logo displayed on the Career Center's website for the semester
- prime placement in a high-traffic area for the event
- one premium parking space reserved with a sign displaying the company's name.

**Become a Vision Partner!** The Vision Partners corporate sponsorship program provides an exclusive opportunity to maximize your organization's recruiting effectiveness. Each Sponsorship level is an annual commitment with customized branding options including:

- website publicity, on-campus recruiting priority and increased campus visibility
- prime placement in high traffic areas for events
- reserved parking
- company logo on Career Center Vision Partner Recognition wall and much more!

We recognize the important role employers play in helping our students transform their career goals into realities. The Vision Partners program will allow you to distinguish your organization from hundreds of others. For more information, contact Toni Avant or Jonathan Harrington at 662-915-7174.

## FOR MORE INFORMATION

Visit our website at [www.career.olemiss.edu](http://www.career.olemiss.edu) for more information about our services and events. You may send an email to [recruiting-rebs@career.olemiss.edu](mailto:recruiting-rebs@career.olemiss.edu) for general inquiries or call our office at 662-915-7174.



The University of Mississippi Career Center  
303 Martindale  
University, MS 38677  
662-915-7174

Visit [www.hireolemissrebs.com](http://www.hireolemissrebs.com) to post jobs and internships or to request on-campus interviews.

SOCIAL MEDIA:



@hireolemissrebs



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