



Faculty Toolkit

2024-2025

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PLACE is the on-campus center dedicated to helping students find their place through **Purpose, Life And Career Exploration**.



CONNECTION TO EXPERIENCES

Guidance on the best opportunities for you to explore your interests and passions on campus and off.

DOCUMENT DEVELOPMENT

Support developing impressive resumes, professional documents, and winning job/grad school applications.

ALUMNI ACCESS

Access to our 15,000-strong alumni network for advice and career connections through our Maroon Mentors program.

PROFESSIONAL COACHING

Individual career, internship and interview coaching, counseling, and planning.

ONE-ON-ONE ADVISING

Career and life counseling guiding you in your pursuit of purpose on campus and beyond.

CONTINUING EDUCATION

Assistance searching for and applying to graduate school or licensure and training programs.

roanoke.edu/place

place@roanoke.edu

[@place_at_roanokecollege](https://www.instagram.com/place_at_roanokecollege)

[@place.roanokecollege](https://www.facebook.com/place.roanokecollege)

<https://www.linkedin.com/groups/5097023/>



PLACE

PLACE Overarching Goals

- To serve as a centralized resource center, connecting students to people, programs, and opportunities, both on- and off-campus, related to questions of careers and purpose and increase access to experiential learning opportunities.
- To provide career services programming and development opportunities for students and alumni at all stages in their career explorations to enhance career preparation and improve post-graduate outcomes.
- To create a space for students, faculty, and staff to gather for formal and informal conversations and programming about purpose and career exploration.

Space at PLACE

PLACE is for all of you, so we want you to think of it as your space too! Faculty and students are welcome to drop by and hang out anytime. There are also several reservable spaces. Indoor spaces are equipped with plug-ins for you to bring your laptop, use the big screen, and external camera for zoom sessions.

To secure a reservation, visit: [Room & Facilities Request](#)

- The Sunporch seats 8 in chairs
- Lounge (living room), seats 12 in chairs (can accommodate more if standing & sitting).
- The Studio provides full classroom facilities (multimedia, seating with tables, small moveable whiteboard).

There is also outdoor casual seating on the back patio of the building.

By the Numbers 2023-2024

58

Class or group
presentations and
workshops

Number of job or
internship applications
submitted through
Handshake

5,434

1030
(481 unique)

Student
Appointments

Total Handshake
Opportunity Postings

75,662

NACE Career Competencies

The National Association of Colleges and Employers (NACE) has identified eight career readiness competencies all college graduates should demonstrate for a successful launch into the workforce. These competencies are also found throughout the General Education curriculum. More information about the competencies and Roanoke College may be found [here](#).

STUDENTS WHO COMPLETE GENERAL EDUCATION CURRICULUM WILL BE ABLE TO:	Career & Self-Development	Communication	Critical Thinking	Equity & Inclusion	Leadership	Professionalism	Teamwork	Technology
PRODUCE WRITTEN WORKS THAT EXPRESS IDEAS EFFECTIVELY	✓	✓				✓		
PRODUCE ORAL WORKS THAT EXPRESS IDEAS EFFECTIVELY		✓				✓		
USE QUANTITATIVE REASONING IN DECISION MAKING			✓		✓	✓		
FORMULATE AND EVALUATE ETHICAL ARGUMENTS		✓	✓		✓	✓		
APPLY THE CONCEPTS AND METHODOLOGIES OF THE SCIENCES, SOCIAL SCIENCES, AND HUMANITIES TO ADDRESS SIGNIFICANT QUESTIONS			✓	✓		✓		✓
ANALYZE SELECTED ISSUES OR EVENTS EITHER BY APPLYING CULTURAL FRAMES OF REFERENCE OR PERSPECTIVES, OR IN TERMS OF GLOBAL INTERCONNECTIONS AND INTERDEPENDENCIES			✓	✓		✓		
WORK COLLABORATIVELY ON A COMMON GOAL		✓			✓	✓	✓	
APPLY HEALTH RELATED FITNESS CONCEPTS TO THEIR LIVES	✓					✓		
COMMUNICATE IN A FOREIGN LANGUAGE		✓		✓		✓	✓	

NACE Career Readiness

Career & Self-Development

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.

Communication

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.

Critical Thinking

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

Equity & Inclusion

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different cultures and backgrounds. Engage in anti-oppressive practices that actively challenge the systems, structures, and policies of racism and inequity.

Leadership

Recognize and capitalize on personal and team strengths to achieve organizational goals.

Professionalism

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

Teamwork

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.

Technology

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

Tie Assignments to Career Readiness Competencies

Embedding competencies into coursework is critical to help students develop skills necessary for their desired outcomes.

Example Statement for Syllabus

This course will allow you to develop the following skills: {list NACE competencies}. These are skills employers have identified as critical for students to have for success in internships and full-time roles. Schedule an appointment with PLACE through Handshake to learn more about these skills and how they connect to your future goals.

Example Assignments and Activities to Demonstrate Competencies

Competency	Assignment/Activity
Communication	Written papers or other written communication (ie. emails, reports, networking messages); peer discussion of course topics; developing slides for a presentation and presenting in front of the class or with guests; developing an effective elevator pitch for yourself or a project
Teamwork	Group projects; completing lab work with others; writing a group paper, adapting and compromising with others as needed
Technology	Using new technology to complete a project; creating a presentation with virtual tools; teaching someone else a new technology
Critical Thinking	Solving hypothetical or actual problems related to the course, gathering and analyzing information, summarizing and interpreting data, contributing to a debate, writing a research paper, participating in a project based learning activity

Transferable Skills

Working with students who are wondering about skills that relate to careers? Below are some common transferable skills students can develop while at Roanoke College.

- **Meet deadlines**
- **Delegate**
- **Project management and planning skills**
- **Results oriented**
- **Customer Service experience**
- **Supervise others**
- **Accept responsibility**
- **Teach others**
- **Curiosity and commitment to learning**
- **Manage money or budgets**
- **Manage people**
- **Organize people**
- **Team player**
- **Written communication**
- **Work Independently**
- **Computer skills**
- **Follow instructions**
- **Use equipment**
- **Analyze data or facts**
- **Locate answers and information**
- **Research**
- **Detail orientation**
- **Count, observe, compile**
- **Patience**
- **Supportive**
- **Tactful**
- **Insightful**
- **Negotiation**
- **Persuasive**
- **Adaptable**
- **Articulate**
- **Logical**
- **Innovative**
- **Research**
- **Public speaking**
- **Understand the big picture**
- **Arrange social functions**
- **Motivate others**
- **Run meetings**
- **Take risks**
- **Direct others**
- **Self-motivated**
- **Solve problems**
- **Mediate problems**
- **Empower others**
- **Artistic**
- **Play instruments**



Faculty Engagement Opportunities

Include career preparation assignments into your semester plan

Going to miss a class for a conference or other reason, don't cancel! Invite PLACE staff or one of our partners to present instead. Submit a presentation request [here](#).

Interview Prep

Use Big Interview to incorporate virtual practice interviews into your class that can be tailored to any industry or topic. Interviews can be assessed by peers, faculty, career center staff, and external partners.

Job or Internship Search

Use Handshake and LinkedIn to help students develop job search skills, such as finding relevant opportunities, looking for specific employers, and/or reaching out to recruiters.

Professional Documents

Share virtual PLACE resources through the website and Handshake for students to prepare documents, such as resumes, cover letters, personal statements, and LinkedIn profiles. Refer students to our office for review.

Career Exploration

Integrate career exploration tools found on the PLACE website as well as reflective activities to help students connect interests, skills, and values to industries and occupations.

Networking

Promote Meet a Maroon and the Alumni Feature of LinkedIn to connect with alumni and professionals in their fields of interest.

Career Fairs and Events

Stay up-to-date with our calendar of events to encourage or require your students to attend career events throughout the year. Students may register for events on Handshake and you may request proof of attendance from PLACE.

First Destination Survey

NACE's First-Destination Survey captures information regarding how new college graduates fare in their careers within six months of graduation. We can use your help capturing student outcomes. Encourage students to complete the survey and contact PLACE if you hear of student's first destination post graduation.

Stakeholder Star Chart

This Stakeholder Star Chart is a guide to indicate how much effort is required for faculty members to engage in and promote particular PLACE programs and services.

Program/Service Category	Level of Engagement	Engagement Activity
Career Coaching	★	Refer students to a scheduled individual appointment with a PLACE staff member
Career Coaching	★	Refer students to Walk-In Wednesdays at PLACE
Career Education	★★★	Present at a career conference with a PLACE staff member
Career Education	★★★	Present at an academic conference with a PLACE staff member
Career Fairs	★	Encourage students to attend a career fair (students register in Handshake)
Career Fairs	★★	Offer extra credit to students for attending a job and internship fair
Career Fairs	★★	Require students to attend a job and internship fair
Career Fairs	★★★	Attend a job and internship fair with your class
Career Fairs	★★★	Design an assignment that requires 1) attending a job and internship fair, 2) interacting with recruiters, and 3) writing a reflection on the experience
PLACE Programs	★	Encourage students to participate in PLACE workshops and events
PLACE Programs	★★	Offer extra credit to students to participate in a PLACE event
PLACE Programs	★★	Require students to participate in a PLACE event
Employers	★★	Invite an employer to speak in class
Employers	★★	Invite personal connections to post jobs and internships through Handshake and PLACE
Job Postings	★★	Reference opportunities from the PLACE post in class
Job Postings	★★	Design an assignment that requires students to use a Handshake job or internship posting
Networking	★★	Require students to conduct an informational interview with an alum through Meet a Maroon
Networking	★★	Require students to join the PLACE LinkedIn group
Online Technologies	★	Encourage students to log into and access a PLACE resource
Online Technologies	★	Include link(s) to PLACE resources on your course syllabus
Online Technologies	★★	Design an assignment that requires students to use one of the online resources
Presentations	★	Invite PLACE to speak to a class about a career-related topic
Presentations	★★	Bring your class to PLACE for a presentation on a career-related topic in your class
Presentations	★★	Invite an alum to speak in class
Syllabus	★★	Include a PLACE section on your syllabus

★ = Minimal Engagement

★★ = Average Engagement

★★★ = Exceptional Engagement

Promote PLACE With Your Students

Students value your advice as their faculty members. Below is a sample email you may send encouraging them to take advantage of PLACE events, resources, and opportunities.

In a [2022 study](#), NACE found that students who used **just one** resource from campus career centers had a greater number of job offers than students who did not.

Please feel free to personalize and include other content or resources before sharing. Thanks for your partnership in student professional development!



New Message



To student@mail.roanoke.edu

Subject [PLACE resources for you!](#)

Hi student,

Another resource on campus available for your use is [PLACE - Purpose, Life, and Career Exploration](#). PLACE is available to support you in exploration of your interests, majors, and purpose, help you find internships or job opportunities, and prepare for interviews. They are available throughout your time at Roanoke College - don't wait until your senior year to take advantage.

You can schedule an appointment in Handshake (instructions are found [here!](#)) or stop by PLACE for a quick conversation. For the latest career advice and event details, be sure to read your PLACE Post emails and follow PLACE on Instagram ([@place_at_roanokecollege](#)). On LinkedIn? Join the [PLACE group](#) for early access to other opportunities and to network with fellow Maroons.

Have you logged into [Handshake](#) yet? Here you will find thousands of job and internship opportunities for you to consider and apply. Completing an internship while in college can confirm your career path and increase your job opportunities upon graduation. Check out these opportunities for experiential learning to apply what you've learned in class to support job and graduate school applications.

SEND



Other Resources

[NACE resources for Teaching and Assessing Career Readiness Skills](#)

[RC Career Planning Guide](#)

[Resume and Cover Letter Checklists and Samples](#)

[RC Kaplan Grant for Graduate School Test Prep](#)

Career Tips

Do you have a job search/graduate school or professional tip you wish to share with students in a weekly social media blast? The link to share that tip with students is below, and everyone is invited to share:

[PLACE Tip Tuesday](#)

[NACE Competencies Rubric](#)