MERCY UNIVERSITY
Career and Professional
Development

MAKE YOUR CAREER EPIC!

Explore career paths and learn about yourself.

Prepare to market yourself in your field.

Implement your plan through internships, volunteer work, and other field experiences.

Career Launch!

JOB SEARCH RESOURCES

MEDIA, COMMUNICATIONS & TECHNOLOGY CAREER COMMUNITY

2023 - 2024

Related career paths include: Communications & Broadcasting, Cyber Security, Help Desk Specialist, Programmer, Corporate Communications, Animation, Motion Graphics, Web Design, Graphic Design, Journalism, Marketing, Music, Entertainment & Media,
Performing Arts, Public Relations, Visual Arts

To join a Career Community, visit https://career.mercy.edu/channels/career-communities/, select a career community page and click Join This Career Community.

Mercy College's online job resource site is a powerful tool you can use to discover full-time and part-time jobs and internships.

- ➢ **To get started log in here: Handshake**

  Your username is your Mercy email address, and your password is your Mercy Connect password.

- ➢ Search for internships and jobs in Handshake. Check out this quick video for tips: https://career.mercy.edu/resources/how-to-apply-for-internships-jobs/

- ➢ **Apply from your Phone!** Download "Handshake Jobs & Careers"

  iTunes App Store
  Google Play Store

LinkedIn

Leverage the world's largest professional network to build relationship and connect to opportunities. LinkedIn is for anybody and everybody who is interesting in new opportunities to grow their careers and to connect with other professionals.

➢ LinkedIn Job Search
Harness the power of your network to uncover insights, such as who you know at a company, providing you an edge in your job search.

Search Engines

There are a number of popular online resources to help you discover available job opportunities. We recommend that you explore the sites listed below to search for jobs:

Careerbliss
CareerRookie
collegerecruiter.com
Glassdoor
Idealist (non-profit jobs)
Indeed
Internships.com
O*Net On Line
Out & Equal (for LGBTQ+ job seekers)
The Muse
Wayup.com
ZipRecruiter (Jobs for College Students Page)

Specialized Search Sites

Media/Communications
The Association of Magazine Media (Job Board)
Bookjobs.com
Findamediajob
JournalismJobs.com
Mediabistro

Science
American Chemical Society Job Board
Jobs.NewScientist.com
NewYorkBIO Career Center
Physics Today

Visual Arts, Design & Entertainment
BackStage Careers
Coroflot
Entertainment Careers
Fashion Jobs
Krop
ProductionHub
StyleCareers

Math
Mathclassifieds.org (Job Board of MAA)
Mathjobs.org

Marketing
AdAge
MarketingHire.com
Marketingjobs.com

Computer Science/ Cyber Security
ComputerJobs.com
Computerwork.com
Cybersecjob.com
CyberCareers.gov
Dice.com
Justtechjobs.com

Search Engine Tips

Standard Search

To use the standard search feature you can type in a key word, job title, function, or company that you are seeking. This will produce a large number of results. You may want to see the many results to help you explore, but it can take some time finding the positions that interest you. You may even notice that many of these results are not relevant to you or your career path. Some standard search bars will require you to input an area or location that you are searching to limit the large amount of results, which can start to narrow the list down.

Basic Search Operations

Many job boards use Boolean Operations with their search engines. Knowing how to use these operations can help narrow your search, expand your search, or eliminate unwanted results:

1. Use **AND** between keywords to ask the search engine to pick up any posting with both of the keywords included. This will *narrow* your search to postings that only include both keywords.
2. Use **OR** between keywords to ask the search engine to pick up any posting that has either the first keyword or the second keyword. This will *expand* your search.
3. Use **NOT** when you want to eliminate a keyword. If something keeps coming up in your search that you are not interested in, try using NOT to eliminate postings with that keyword.
4. Use **PARENTESES ( )** when you are listing multiple OR keywords.
5. Use **QUOTATION MARKS " "** when searching for exact phrases.

Advanced Search

Handshake and other job boards have the functionality to narrow and limit the results to be more specific to the positions you are seeking. By using advanced search, which often appears to the right of the standard search, you can provide more information to the search engine, to help you find the exact positions you are seeking. Use keywords, Position Type, Industry/Field, Job Function, and Distance to help narrow the search and find what you are seeking.

Networking

Look to your networks of friends, family, fellow students and previous job supervisors in your area of interest to see if they can recommend job openings or are available to discuss their career path with you. Here are a few suggestions to utilize your network:

> ➤ Ask someone you know for an informational interview.
> ➤ Ask if you can shadow someone for a few hours one day.
> ➤ Attend a networking event sponsored by Mercy College or a professional association.
> ➤ Use your social networks to network with professionals online.
> ➤ If you work or have worked for a company, talk to your supervisor to see if they offer any other opportunities that interest you, or if they know of any in their industry.

Professional Associations

Media/Communications
American Communication Association
American Society of Newspaper Editors
The Association of Magazine Media
The Association for Women in Communications
Magazine Publishers of America
New York Women in Communications
Public Relations Society of America
Social Media Association

Computer Science/Cyber Security
NY Teach Alliance
Association of Information Technology Professionals
Association for Computing Machinery
Computing Research Association
Wall Street Technology Association
Information's Systems Security Association

Visual Arts, Design & Entertainment
New York Foundation for the Arts
Themed Entertainment Associations

Staffing Agencies

Staffing agencies help connect job seekers with the right companies and positions, typically with no upfront fee. Often, staffing agencies focus on a specific industry or type of cluster of job opportunities.

The Creative Group – Creative and Marketing Professionals
MONDO – Digital Marketing
RobertHalf Technology - Technology and IT
TekSystems - IT
MONDO - Digital Marketing

DF Campus
BX Campus
MT Campus

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Handshake
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