

OFFICE INFORMATION

Hours, Services, Contacting Us
Fall 2011-Spring 2012

The Citadel
THE MILITARY COLLEGE OF SOUTH CAROLINA
CAREER CENTER



OFFICE HOURS:

Monday - Thursday 8:30 am – 5:00 pm

Friday 8:30 am – 4:00 pm

PLEASE NOTE: Hours may vary due to meetings, training sessions, and conferences. Check the front door for notices regarding these obligations. To verify hours and schedule appointments please contact us at:

Email: CareerCenter@Citadel.edu

Phone: 843-953-1617

SERVICES:

Visitors with appointments (and previous work requests), have priority over drop-ins so that we may best assist all Students, Alumni, and Recruiters who contact our office for assistance. Drop-in visitors will be assisted as other duties allow and are invited to review the Resource Library materials and use the Computer Lab. Please review our [Visitor Card](#) for additional information.

Citadel Students are invited to use the resources available through the Career Center. To get started, please review the appropriate Career Planning Timeline and then refer to various resources, all found via the [Information for Students'](#) page. Please direct questions to CareerCenter@Citadel.edu. We will connect you to appropriate resources and provide next steps to include attendance at upcoming training sessions, as well as scheduling an appointment as needed.

Citadel Alumni are invited to use the resources for their particular needs via the [Information for Alumni](#) page. Please refer to the [Alumni FAQ](#) (Frequently Asked Questions) for answers to common questions regarding the search process and direct questions to CareerCenter@Citadel.edu.

Citadel Recruiters (Employers and Graduate Schools) are invited to post positions, as well as share information about their organizations or programs of graduate study on *hireLINK* (online job board & resume database), participate in Career Fairs, and arrange On-Campus Interviews (Fall and Spring semesters). Details about recruiting at The Citadel may be found in the *Recruiter Brochure* at http://www.citadel.edu/career_services/Recruiting/RecruiterBrochure.pdf. Please direct questions to hireCitadel@Citadel.edu.

CONTACT INFORMATION:

GENERAL EMAIL ADDRESS:

CareerCenter@Citadel.edu

WEBSITE:

www.citadel.edu/career_services/

MAILING ADDRESS:

The Citadel Career Center
171 Moultrie Street
Charleston, SC 29409-6210

PACKAGE DELIVERY & PHYSICAL ADDRESS:

The Citadel Career Center
573 Huger Street
Charleston, SC 29403

CAREER CENTER STAFF:

Brent A. Stewart, Director
Brent.Stewart@Citadel.edu
843-953-1618

Jennifer S. Wells, Associate Director /Operations Manager
Jennifer.Wells@Citadel.edu
843-953-1619

Kristin Schrader, Training Coordinator
Kristin.Schrader@Citadel.edu
843-953-1616

Celeste Melvin, Recruitment Coordinator
Celeste.Melvin@Citadel.edu
843-953-1615

FAX:

843-953-7073

Recruiters: Please do not fax posting information. Postings may be submitted for free to *hireLINK*, our online job board, resume database, and more via www.citadel.edu/career_services/TheGate.htm.