



FACULTY GUIDE TO CAREER SERVICES

SPHTM Career Services is available to all students and graduates of Tulane School of Public Health and Tropical Medicine. While we meet with students regularly and provide intensive career programming, students naturally seek career and professional advice from faculty too. This guide can be used by faculty as a resource to supplement your advice and experience during career and professional conversations with students. It will cover some helpful tips and resources along with some insight into Career Services.

What does SPHTM Career Services do?

One on One Advising

We offer one on one advising for students and alumni to discuss any career and professional concerns, whether it be a practicum search or a full time job transition. Often, topics of these meetings range from organization research, networking and interviewing preparation, or resume and cover letter work. To make a virtual, in person, or phone appointment, students can simply email utilize our online scheduling links: Dr. John Nonnamaker (calendly.com/jnonnama) or Abby Lukens (calendly.com/alukens).

Group Programming (including Class Visits)

During the school year, we typically host 1-2 events/workshops a week on various career topics. We also do quite a few class visits. If you feel that your class could benefit from a Career Services intro or a more intensive workshop, let us know! Past examples of these include "How to conduct an international job search" and "How to attend the APHA conference".

Employer Relations

We communicate regularly with local, national, and international employers who are interested in recruiting Tulane students and graduates. Often, we arrange for individual employer information sessions, invite them to networking sessions, and recruit them to attend our annual Public Health and Health Administration Career Fair.

First Destination Data Collection

After every graduation term, we work to collect data on students' "first destination" post graduation, whether they are working, volunteering, or continuing their education. If you receive this information by email or word of mouth, please forward it to us! We use this data for our CEPH and ASPPH accreditation standards and to assess our programs.

Assist in Hiring Teaching Assistants and Grad Assistants

We can assist you in recruiting Teaching and Graduate Assistants. To hire Teaching Assistants, faculty must complete this form: https://tulane.co1.qualtrics.com/jfe/form/SV_80V9cDPruMXhjaC.

- You will be asked basic information about the TA opportunity.
- You can specify qualifications needed that are beyond the basic TA responsibilities
- You choose the date to close the posting.
- Career Services will enter this information into Handshake, our online job platform.

We also send one weekly email to students highlighting relevant jobs, so we will be sure to promote your job here.

So you have a student in your office asking for career advice...

Great!! You are an experienced public health professional that has so much insight to give. Sharing your own career and industry advice is unbelievably helpful for students who are just beginning to navigate their own professional journey. We encourage faculty to share their insights and connections always, but know that if you don't feel comfortable advising on technical career items like resumes, LinkedIn profiles, or interviewing, feel free to send students our way! Students can find more info on our [SPHTM Career Services website](#).

FAQ

Q: How do I help students help themselves when it comes to their practicum or job search?

A: For professional students, one of our goals as faculty and staff is to give students autonomy to pave their own path. While you should give advice and connect them to others, remember that the responsibility should remain on the student to pursue opportunities. Navigating a job search is a professional skill that each student will build during their time here and use consistently throughout their adult lives. If students are seeking advice around how to get started, please direct them to meet with SPHTM Career Services.

Q: I would like to schedule SPHTM Career Services to come to my class. What are the next steps?

A: We would love to come to your class, either for a brief introduction of what we do in Career Services or a longer workshop. Please provide us with the logistics of your class (date/time/student population) as well as some ideas for what you might like us to discuss. Some faculty have found it helpful to survey students to ask about topics they do and do not feel confident about. Email John Nonnamaker at jnonnama@tulane.edu to begin this process.

Q: I often encourage current students to reach out to some of my former students for career advice. Is there a formal networking program to which I can refer students and alumni?

A: Yes! The [SPHTM Alumni Mentoring Program](#) was launched in 2014 and matches current graduate students with experienced alumni for a series of conversations around students' career and professional goals. This program takes place every fall and spring, so we are recruiting alumni year-round to serve as mentors. If you think one of your alumni contacts would be a good fit for the program, ask them to send Abby Lukens an email at alukens@tulane.edu. If you know of any graduate students who would benefit from participating, there is an application that is promoted on Handshake at the beginning of every semester.

Leading Conversations around Networking

There are a few great virtual networking tools you can refer students towards including:

- [Tulane Connect](#)
- [LinkedIn \(Tulane University and Tulane University School of Public Health and Tropical Medicine\)](#) are both main University pages that can be used to find and contact alumni. There is also a [Tulane University School of Public Health and Tropical Medicine Alumni Association Group](#).
- [Facebook NOLA Alumni Group](#)
- [Facebook Washington DC Alumni Group](#)
- [Facebook Atlanta Alumni Group](#)

Leading Conversations around Job Searching

In SPHTM Career Services, we have identified the three distinct efforts that lead to a well rounded job search: **Organization Research, Applying to Job Postings, and Networking.**

We have assembled a series of guides to assist students in these efforts. All guides can be found on the [SPHTM Career Services Resources](#) page.

- [SPHTM Employer Research Guide](#)
- [SPHTM Fellowship Guide](#)
- [SPHTM Interviewing Guide](#)
- [SPHTM Resume and Cover Letter Guide](#)
- [SPHTM Funding Guide](#)
- [SPHTM Networking Guide](#)

Here are some additional job searching websites/platforms that are helpful to students during their search:

- [All SPHTM Career Services Resources](#)
- [Handshake](#) (Tulane's career management platform with posted jobs, internships, fellowships, etc.)
- [WorkNola](#)
- [Publichealthjobs.org](#)
- [Globalhealth.org](#)
- [ORISE Fellowships](#)

Referrals to Career Advising

The Career Studio is located in Tidewater 1227. Students can shoot us an email at the contact information below or utilize our virtual scheduling links (calendly.com/jnonnama) or calendly.com/alukens) to set up an in person, virtual or phone appointment.

More Questions? Contact us!

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Web: <https://sph.tulane.edu/career-services>

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