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College of Business Clubs

Accounting Club

President: Dan Harris
Vice President: Steven Garcia
Secretary: Amelia Duffy
Treasurer: Joseph Sabatino
Advisor: Dave Wagaman, DF 218

American Advertising Federation (AAF)

President: Heather Galusz
Secretary: Tierney Bechtel
Treasurer: Sam Melchiorre
Advisor: TBA

American Marketing Association Club (AMA)

President: Lily Rubinstein
VP - John Wenner
Treasurer - Justin Roach
Secretary - Autumn Anthony
Advisor: Dr. Paul Sable, DF 220;

Entrepreneurship Club & Students in Free Enterprise (SIFE) will merge SP 2014

President: Nicole Davidson
Advisor: Dr. Roger Hibbs, DF 233

Financial Management Association

President: Ognjen Cvetkovic
Vice President: Bilawal Suri
Treasurer: Rushi Amin
Secretary: Frank Adames
Advisors: Dr. Keshav Gupta, DF 209

Sport, Leisure Athletic Management club (SLAM)

President: Tim Szewczak
VP - Mike Lineman
Secretary - Kate Herlinhy
Treasurer - Ashley Currao/
Zach Werner
Advisor: Dr. Kerri Cebula, OM 212

Supply Chain Management & Business Logistics Club

President: Justin Maynard
Advisor: Dr. Gary Chao, DF 222

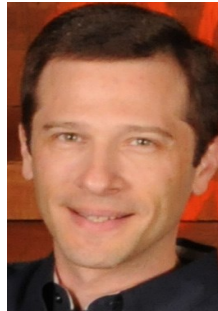
COLLEGE OF BUSINESS

Featured Business:

Martin Guitar & Martin Strings

Nick Colesanti,

President of Corporate Operations



Nick Colesanti has direct responsibility for Martin's Global Supply Chain (Sales and Operations Planning, Master Production Scheduling, Key Commodity Sourcing, Logistics), Facilities Management, Engineering Project Management, Process Improvement, Tooling & Machinery, CAD/CAM, and Quality Control and Assurance. **Nick** obtained a BS in Electrical Engineering from Lehigh University and worked for Andersen Consulting/Accenture prior to becoming a founding member of a regional consulting firm. After earning his MBA in Marketing and Strategic Management from the Wharton School of Business, he joined Martin as Director of Supply Chain Management. Martin Guitar & Martin Strings C.F. Martin & Co. (www.martinguitar.com) has been creating the finest instruments in the world for over 175 years. It continues to innovate, introducing techniques and features that have become industry standards including X-bracing, the 14-fret guitar and the "Dreadnought" size. One of the world's leading acoustic instrument makers, Martin guitars are handmade by skilled craftsmen and women, who use a combination of new design and techniques along with those introduced by the company founder.

THURSDAY, APRIL 17th

11:00 a.m.

DF 100

Club Officers Shared Ideas on April 2nd



From left to right: Justin Maynard; Supply Chain Management Club; Chad Fry, Entrepreneurship Club; Steven Garcia, Accounting Club; Lily Rubinstein, AMA; Josh Moyer, AAF; Dr. Martha Geaney; Dean Dempsey; Tim Szewczak, SLAM; Ashley Curracio, SLAM; Katie Irace, SGB Representative.

On **Wednesday, April 2nd**, COB Club Officers were invited to meet with the **Dean William Dempsey and Associate Dean, Martha Geaney**. The meeting provided an opportunity to share information about club activities and general discussion about the College of Business programs. As the academic year comes to a close, club officers discussed creating a linked-in COB clubs' page where each of the clubs can share information about events. It was also mentioned that this is a bitter sweet time for some who because they are graduating are in the process of transitioning to new club officers.

FMA - Financial Management Association



President: Ognjen Cvetkovic
Vice President: Bilawal Suri
Treasurer: Rushi Amin
Secretary: Frank Adames
Parliamentarian: Corey Cherif
Advisers: Dr. Gupta, DF 209
gupta@kutztown.edu

The AIM Committee recently traveled to the GAME Forum in NYC. **Top (left to right):** Arjun Arora, Corey Cherif, Adam Dobson, Kevin Sekulic.
Bottom (left to right): Briana Koert, Kelly Quigley, Stephanie Spatz

In March the Kutztown Applied Investment Program traveled to the **Quinnipiac G.A.M.E IV Forum** in NYC. The forum included panel discussions featuring distinguished financial and investment professionals from around the world debating the conditions of the global and financial markets. Students also attended breakout sessions covering topics such as asset allocation, trends in portfolio

management, and MBA perspectives. Not only were the panel discussions and sessions academically enriching, but gaining insight into the strategies of different investment groups in attendance was equally informative. With diverse investment perspective and knowledge gained from this forum, the AIM committee currently is preparing for the end of semester Kutztown Foundation meeting to discuss the progress of the program and assess the performance of the AIM portfolio.



American Advertising Federation - AAF

AAF's E-board had the pleasure of attending the local advertising award called the ADDY Awards. We also have our first concert next week by the Waffle Stompers which we are extremely excited about.

President: Heather Galusz
Secretary : Tierney Bechtel
VP Social : Joe Favinger
Creative Director: Josh Moyer
Treasurer: Nikki Kyriakopoulos
AAF Faculty Advisor: TBA

Business Idea Challenge

On April 3rd, Dr. Sue Kong, Department of Business Administration attended the Business Idea Challenge, hosted by the Greater Reading Chamber of Commerce & Industries on. Several of Dr. Kong's students in her BUS171 course participated in the Business Idea Challenge. Three teams have been chosen to be finalists:

1) **NO-OVIKU (OVI stands for Operating an Vehicle under Impact)** by **Erika Sallavanti, Cameron Lipnicky, and Katelyn Tatum**. It is a transportation service that drives college students to social events; 2) **Rental's R'Us** by **Tristan Winkler, Michael Weiss, and Nick Fulop**. It is a rental business that rents electronics, furniture and home appliances to college students; 3) **GeoCampus** by **Ryan Sabitina, Seiya Marin, Daneesha Davis, Odalis Matos and Kyle Stagg**. They sell an mobile app that helps students to locate classrooms and find their ways around campus. These teams gave their presentations to a panel of judges on Thursday, April 3rd at the Chamber in Reading and the award ceremony will be held April 17th.



Left to Right: Dr. Sue Kong, Kyle Stagg, Ryan Sabitina and Seiya Marinat



Left to Right: Cameron Lipnicky, Katelyn Tatum, and Erika Sallavanti





President: Daniel Harris
Treasurer: Joseph Sabatino
Secretary: Amelia Duffy
Club Advisor: Professor Dave Wagaman, DF 218
dwagaman@kutztown.edu

The Accounting Club

Professor David Wagaman, Advisor, and the Accounting Club members are announcing the below club events.

On March 25 – Kimberly Stank, '97, a Director at Zelenkofske Axelrod, LLC (ZA) in Harrisburg will be speaking. ZA is a Pennsylvania-based regional CPA firm with offices in Harrisburg, Metropolitan Philadelphia, Pittsburgh, and the Lehigh Valley that specializes in providing auditing, accounting, tax and consulting services to non-profit and governmental entities of all sizes and all types. Kim will be discussing her career in public accounting from her initial employer, Ernst and Young, to life at ZA. She also will discuss what skills she believes are necessary to be successful in accounting.

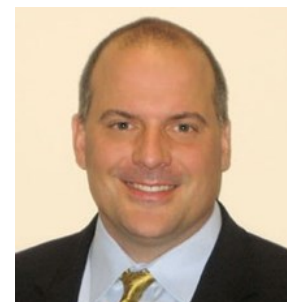
On April 8 – Tim Zuber made a presentation to the Club at 6:00 p.m. in DeFrancesco 210. He spoke about the skills necessary to advance to the highest levels in accounting and the necessity to have a thirst for life-long learning.

April 15 – Recent Alumni Panel at 6:00 p.m. in DeFrancesco 210. Kati (Morello) Focht of Herbein and Company, Joshua Martinez of SEI Investments, Chris Rhoads Of BDO Seidman, and Kyle Seaman of Airgas will, among other things, discuss their (varied) positions and the expectations of new accountants in the first and second years of employment.

May 1 – Annual Banquet at 6:00 p.m. at the Berkleigh Golf Club. Our featured speaker will be Scott Hartman, who is an Executive Director, Assurance and Advisory Services, with Ernst and Young. Scott will talk about the current status of International Financial Reporting Standards (IFRS) in the U.S. In addition, he will discuss recruitment and career-oriented matters. We will also be announcing the senior award winners in accounting at the banquet.

Special Event - Timothy A. Zuber, '90

On Tuesday, April 8th. **Timothy A. Zuber** (1990) presented information to the College of Business faculty at 11 a.m. A reception was held with other members of the campus at 3 p.m. **Tim** met with accounting students and clubs in the Department of Business Administration. **Professor Dave Wagaman** of the Department of Business Administration hosted some of the events.



Tim is KPMG's U.S. Partner-in-Charge of Knowledge and Collaboration Management where he oversees the Firm's strategy, governance, and investments for knowledge and collaboration related matters. **Tim** is also responsible nationally for KPMG's Regulatory Center (its "regulatory nerve center") that monitors public policy and regulatory change matters and the Firm's responses to those matters. **Tim** currently serves on the U.S. Firm's Tax Leadership Team. Formerly the National partner in charge of KPMG's Tax Accounting Methods and Credit Services Group (AMCS), he specializes in Tax accounting methods and is responsible for consulting on income and expense recognition issues, capitalization issues and procedural matters. **Tim** has over 23 years of public accounting experience, working both in operating offices and KPMG's Washington National Tax Practice. **Tim** was the Partner-in-Charge of KPMG's tax practice in Pittsburgh, the National Retail Industry Tax Sector Leader for KPMG and the lead tax partner on many of KPMG most prestigious accounts. **Tim** is a graduate of KPMG's Chairman's 25 leadership program, a member of KPMG's Strategic investments Council, KPMG's Global Knowledge Steering Committee, and KPMG's Global Think Tank that focuses on longer term strategic themes affecting professional services firms. **Tim** holds a Master of Taxation from Villanova University and a BSBA, Accounting, Kutztown University.

Professional and Industry Experience

Tim has many years of extensive experience working with some of our largest and most complex clients across most industry lines. **Tim** assists clients in reducing their effective tax rate, improving cash flow, and minimizing tax risks. **Tim** focuses on Aerospace and Defense, Consumer Markets, Manufacturing, and Pharmaceutical companies.

Department of Business Administration



Dr. Roger Hibbs,
Chair of Business Administration
Office: 233A deFran—610-683-4580
hibbs@kutztown.edu
Office hours:
Mon. - Friday 10-11am.
Secretaries: Mrs. Donna DeLong &
Mrs. Kim Kilgus



Dr. Donna Steslow,
Assistant Chair of Business
Administration
Office: 232 deFran - 610-683-4587
steslow@kutztown.edu
Office hours:
Mon & Wed -1-2pm.
Tuesday - 8:30-9:30am & 3-5pm
Secretaries: Mrs. Donna DeLong &
Mrs. Kim Kilgus

For more information visit their website at: <http://www2.kutztown.edu/BusinessAdministration>

Department of Sport Management & Leadership Studies



Dr. Lorri Engstrom,
Chair, **Department of Sport Management & Leadership Studies**
Office: 209 Old Main - 610-683-4376
engstrom@kutztown.edu
Office Hours: MW 11:30-1:30pm
Fri. 11:30 - 12:30pm
Secretary: Ms. Leslie Scoble
610-683-4370, 214 Old Main

The Department of Sport Management and Leadership Studies will hold a COSA (Celebrating Outstanding Student Achievement) Day celebration, April 22nd, 11:00a.m-11:45a.m, MSU 183. The department will be honoring the senior award winners and giving out two scholarships. We have two guest speakers, **Alicia Marinelli**, President of our Advisory Board and Marketing Manager for the Valley Preferred Cycling Center, as well as **Lindsay Morris** a graduate of the department. We will be giving out free T-shirts for 25 lucky majors!

For more information visit their website at: <http://www2.kutztown.edu/SportManagement>

College of Business Students in the News.....

Holly Siegfried Scholarship



Adam Dobson

The College of Business congratulates **Adam Dobson** on his academic achievement and as the recipient of the **Holly Siegfried Memorial Scholarship**, spring 2014. **Adam** is a finance major who will graduate in May. The **Holly Siegfried Memorial Scholarship** was established by **Josh and Brielle Albright** through the KU Foundation in memory of Holly Siegfried.

Both **Mr. and Mrs. Albright** are recent alumni of KU. The scholarship is provided to a finance major, GPA of 3.5 or higher and a member of AIM, Applied Investment Management.

The David Haas Memorial Scholarship



Left to Right: Daniel Rouse and Justin Maynard

The College of Business congratulates **Justin Maynard** and **Daniel Rouse** for their academic achievement and as the recipients of the **David Haas Scholarship**. Both students are management majors, completed the "certificate of recognition in logistics and supply chain management" and will graduate in May. The **David Haas Memorial Scholarship Fund** was established in his memory by the **Haas family** in fall 2012. **David** was a faculty member in the College of Business and taught logistics and supply chain management courses. This is the first year the award is being presented.



Veterans Center News

Veterans Center Open House & Armed Forces Community Covenant Ceremony held on April 3, 2014. Remarks were made to KU alumni by Lt. General Richard Zilmer, USMC, member of the College of Business Advisory Board. For more information about the Veterans Center at Kutztown University, visit www.kutztown.edu/Veterans

Sorrelli Challenge Center for Retail Solutions

Sorrelli Jewelers is the sponsor for this year's Center for Retailing Solutions Corporate Challenge. Student teams from across the area are preparing to "wow" Sorrelli with plans they've developed that are aimed toward helping Sorrelli expand their retail brand and stores. Already, Kutztown University, Penn State – Lehigh Valley, Penn State- Abington, Penn State – Wilkes-Barre have indicated they are sending teams for the competition. The winning team receives \$1,000 cash prize from the CRS, while the second place team receives \$500.00. The competition was held **Thursday, April 3rd, 2014 in the McFarland Student Union (MSU).**

Congratulations!

First Place \$1,000 and the trophy went to the team from Kutztown University: Tierney Bechtel, Amy Reif, Lily Rubinstein

Second Place \$500.00 went to the team from Penn State Abington – "Abington Lions": Aygul *Julia) Kireeva, Meizi Chen, Hong Jin, Ricardo Roman

The following faculty advisors assisted:

Doreen Burdalski, Albright College
Theresa Clemente, PSU-Wilkes Baree
Denise T. Ogden, PSU-Lehigh Valley
Nicholas A. Santarone, PSU-Abington
Tim Schauer, Kutztown University

The following companies were present at the event and provided information to students:

Sorrelli, Walmart, Sherwin Williams,
and Erie Insurance

This newsletter serves as an information source for KU students, faculty and staff. If you would like to submit any suggestions or articles for the upcoming newsletter, please email dsantos@kutztown.edu or drop it off at the **suggestion box outside of DF 119.**

American Marketing Association

President - Lily Rubinstein
Vice President - John Wenner
Treasurer - Justin Roach
Secretary - Autumn Anthony
VP of Fundraising - Casey Utz
Advisor: Dr. Paul Sable: DF 220
sable@kutztown.edu



From left to right: Secretary, Autumn Anthony, Zumba instructor, Erika Sallavanti, and Vice President of Fundraising, Casey Utz



AMA's First Zumba Thon!

Wednesday, March 26, 2014 we had **Erika Sallavanti**, teach our **first Zumba Thon for the American Marketing Association** for a community service event. Students had to pay \$3 to participate and all of the proceeds went to **Jackie Lithgow**, an injured Bloomsburg Student. It was a fun way to get students involved with AMA and raise money for a good cause. Students at Kutztown University participating in the Zumba Thon!



Selected members of the **American Marketing Association** are excited to be going to **New Orleans for the International Collegiate Conference**, April 10 - 12th. Representing Kutztown University AMA will be **Autumn Anthony, Caitlyn Davies, Samantha Dornauer, and Casey Utz**. This year's theme is **Return of the Marketers** and Kutztown hopes to bring back ideas to better the organization.

SLAM Club - Sport Leisure Athletic Management

President : Tim Szewczak,
tszew512@live.kutztown.edu

Vice President: Mike Lineman

Secretary: Kate Herlinhy

Treasurer: Ashley Currao and
Zach Werner

Faculty Advisor: Kerri Cebula,
Dept. of Sport Management &
Leadership Studies at OM 212
cebula@kutztown.edu

SLAM will be attending a Reading Phillies game on May 2 and will be volunteering at the Broad Street Run on May 4. If anyone is interested in running for SLAM Club office next year, please contact Professor Cebula. Elections will be held on April 24.



Entrepreneurship Club

Entrepreneurs

President: Nicole Davidson

VP of Marketing: Vanessa Sundra

VP of Operations: Holly Zellner

VP of Finance: Miranda Berry

Club Faculty Advisor:

Dr. Roger Hibbs, DF 233, hibbs@kutztown.edu



The Entrepreneurship Club of Kutztown

University hosted a movie screening and Entertainment Industry Entrepreneurship panel in MSU Alumni Auditorium on Saturday, April 5 from 10 a.m. to 1p.m. This was a free event and open to all Kutztown staff and students as well as the general public.

President Dr. Javier F. Cevallos gave opening remarks and the workshop panel included: two-time Academy Award winner, Ron Judkins; Greg Sarangoulis, owner of Advantage Point Apartments and Sponsor to Haydenfilms Institute's most recent PSA Festival Showcase; and Hayden Craddolph; Executive Director of Haydenfilms Institute.

Supply Chain Management Business Logistics Club

President: Justin Maynard

jmayn442@live.kutztown.edu

VP: Blase Garrecht

Secretary: Kaci Sell

Treasurer: Daniel Rouse

Faculty Advisor:

Dr. Gary Chao, DF 222

chao@kutztown.edu



COB Graduate Assistant, Felicia Loughery, in the news....



Back row, left to right: Dawn Seeburger, **Felicia Loughery**, Rebecca Burch, Brittany McKinney
Front row, left to right: Ashley Singer and Steffany Yacovetti



THURSDAY,
APRIL 3, 2014

Professor Patricia Brenner led a group of counseling students on a tour of the Fairview Counseling Play and Therapy Center in Reading, Pa., during spring break. Elizabeth Gonzalez, owner and director, introduced clinicians to the students before the tour began. Clinicians provided overviews of their professional backgrounds and examples of how they implement play therapy with children, teens, families and adults. The counseling students were able to discuss various aspects of the sites 'play room' and learn about play therapy techniques and interventions.

Support for Mascot Auditions:

Mascot Auditions – do you know a student who would make a great mascot? Encourage them to audition at the KU Mascot Team open tryouts, Monday, April 21, 10 a.m. – 3 p.m. in room 200 of the Student Rec Center. For more information contact avalanche@kutztown.edu or 610.683.4681





Masters of Business Administration (MBA)

The mission of the Kutztown University **Master of Business Administration** program provides a solid foundation for building effective leaders who will excel in diverse business environments. The program requires that each student acquire basic competencies in the foundation course requirements so that each has the basic skills and knowledge essential for any business degree. The MBA program requires completion of 10 graduate courses (30 graduate credits) including nine required graduate courses and one elective course.

For more information, please refer to the website:

<http://www2.kutztown.edu/MBA>

and LIKE the MBA Program on FB at :



www.facebook.com/KutztownUniversityMBA

or call *Dr. Martha Geaney*, College of Business, Associate Dean at 610-683-4575 for more information about the program and to answer your questions.



MBA Receptions



GMAT Tips: Get the Best Test Results! Meet Kerri Quick from Kaplan - **Wednesday, April 23, 2014** - MSU 312 - 5:30pm

Completing Your MBA Foundation Courses - Wednesday, May 21, 2014 - DF 210 - 5:30pm

Should you decide to attend, please register online at: <http://www2.kutztown.edu/business>

Small Business Development Center Kutztown University of Pennsylvania

Helping businesses start, grow, and prosper.



Dr. Ernie Post

Director

post@kutztown.edu

484-646-4002

Professional Building 201



For more information about the Kutztown University Small Business Development Center visit the: <http://www.kutztownsbdc.org/>

Meet Kutztown's SBDC Intern, Danielle Williams

Hello, my name is Danielle Williams. As a senior at Kutztown University, I feel proud to have worked hard for my degree and am so thankful to the many professors who made the past four years a fulfilling and fun experience. In only a few months' time, I will be graduating with a Bachelor's degree in professional writing and a minor in public relations. Just a few years ago, I could never have imagined how close I would be to this moment and how great it would feel to take the next step in my life.

I have lived my entire life in Pennsylvania, born and raised in the quiet town of Fleetwood. Growing up, I always had a passion for competitive team sports. The friends I made playing volleyball, tennis, and soccer have all gone our separate ways in the past several years, but they are still some of the people I feel closest to. When I was not competing in athletic tournaments across the state, I was at home thinking up short story ideas and reading my work to my older brother and parents.

As I near the end of this final year at Kutztown University, I have begun to think about the future and where I would like to end up in my career. My top two dream jobs would be either to write for a national magazine or to become a public relations specialist at a PR firm. After graduation, I would like to gain experience in public relations by helping a nonprofit like the Humane Society or St. Jude's Research Hospital. I think it would be an amazing opportunity to help others with the skills I have learned.

I became an intern at the Kutztown University SBDC because I saw a company looking to build up the community. Helping small businesses achieve success and watching them grow is an amazing thing to witness and I have learned so much more about business writing from this experience. As I continue my work here, I hope to meet even more great people in Kutztown and the surrounding area and do my part to help them with their business needs.



Danielle Williams



Career Development Center

113 Stratton Administration Center • 610-683-4067 •

careerhelp@kutztown.edu • www.kutztown.edu/careercenter

Tues., April 15th 11-11:50am - MSU 250 - Day One on the Job- HR & Benefits

Are you prepared to make decisions and fill out paperwork on your first day at your new job? Topics to be covered will include information on health care/benefit options, INS requirements, tax forms, retirement/savings plans and other "food for thought" to help you prepare for the administrative "details" that most Human Resource Offices throw your way! ~ Presented by KU Human Resources Staff.

Thurs., April 17th 11-11:50am - MSU 250 - Introduction to Career Development

Learn how to gather information about career options, develop an understanding of how to access the latest career resources, and discover the value of career exploration in making informed career decisions during your years at KU and beyond.

Tues., Apr 22nd 11-11:50am - MSU 250 - Writing Your Resume & Cover Letter

What is the best way to arrange your resume and cover letter? Which topics should appear...and which ones should not appear? Find out the key parts of a well-written cover letter, including the "grab-their-attention" middle paragraph. These presentations discuss length, kinds of paper, general do's and don'ts, and the different types and styles. Learn when and how to send these key marketing materials to obtain that interview!

Tues., April 22nd 4-4:50pm - MSU 116 - Peace Corps Information Session

Are you thinking about working overseas? Do you have the desire to serve and improve the lives of others in the U.S. and around the world? Come join the Career Development Center as we host a presentation and Q&A session by a PeaceCorps representative. You will learn what the PeaceCorps is all about and how to put your passion for service to work.

Thurs., April 24th 11-11:50am - MSU 250 - Job Search Strategies

Find out why a good resume isn't all you need to land that job. This workshop will cover the Six Sure Steps to Success, the art of networking, and tips to locating those "hidden jobs" (it's more than Monster or CareerBuilder!) Beginning the job search process can seem overwhelming...we'll show you how to break it down into manageable tasks so you meet your goal....your career!

Thurs., April 24th 11-11:50am - RL 28 - Exploring Careers Through Interviewing & Job Shadowing (Externships)

Informational interview and job shadowing, also known as an externship, is a great way to explore and confirm your choice of major and career field. Learn how to arrange your own interviews and externships, network with professionals in the field and gain the most from the experience.

Tues., April 29th 10-2pm - MSU Lobby - Rezumania!!

Be prepared for the fair!! A good resume is essential to your internship or job search and a great tool to market yourself to employers or graduate schools. Stop by our table to have your resume reviewed on-the-spot by experts! No registration is required - come as you are and get your resume reviewed.

Tues., April 29th 11-11:50am - MSU 250 - Using Social Media in Your Job Search

Social networks such as LinkedIn are great places to get job search advice, network and connect with career experts, and find organizations that are hiring. Learn the elements of a professional profile and how to use this free resource to boost your career prospects.

Tues., April 29th 12-12:50pm - Stratton 113 Creating Your Personal Brand

Your personal brand, much like a corporate brand (i.e. NIKE, Starbucks) can illicit powerful responses from others. Attend this session to learn how to create a personal brand during your college years that will not only appeal to others (i.e. potential employers, faculty members, and future colleagues) but also showcase your uniqueness and value!

Career Development Center On-Campus Interviewing Schedule for Spring 2014

Find detailed position information on KU Career Network. Visit the CDC website for access at www.kutztown.edu/careercenter

Thurs April 10	Fastenal	Entry-Level Sales Sales Trainee Internships
Thurs April 17	Target (1 st Round)	Executive Team Leader (In Training) Executive Intern
Tues April 22	Dun & Bradstreet Credibility Corp	Inside Sales Rep - Credit Advisor (FT)
Wed April 23	Target (2 nd Round) Invitation ONLY	Executive Team Leader (In Training) Executive Intern
Thurs April 24	Penske	Rental Representative (FT, PT)

How it Works:

1. Visit the CDC website (www.kutztown.edu/careercenter) to log-in to KU Career Network. Click on the link for "Current Students". **Sign-in using your KU email address and password.**
2. Upload your resume to apply for positions of interest. Click the document tab on the top menu bar. Add New, Enter a Label (John Doe Resume) - Upload and click Submit.
3. Under Shortcuts, click on *Campus Interviews I Qualify For*. Browse the listing of on-campus interview opportunities and review position descriptions and qualification by clicking "MORE". **NOTE:** When the resume submission period is open for a position you are interested in, you may click "Apply" to submit your resume.
4. Employers will review submitted resumes and select whom they wish to interview. If you receive an email message indicating you have been chosen for an interview, log-in to KU Career Network to select an interview timeslot. Once a time is selected, write the date/time in your date book and don't forget it! You will receive a confirmation email with your interview date and time. Interviews are held in the Career Development Center, 113 Stratton Administration Center.