



## **ENGAGE WITH EPICS**

Northwestern University's School of Communication and EPICS looks forward to connecting you with top talent from our school. By recruiting through EPICS, you will have access to students from the following programs of study:

- Undergraduate programs including:
  - BA/BS, Communication Studies
  - BA/BS, Dance
  - BS, Human Communication Sciences
  - BA/BS, Performance Studies
  - BA/BS, Radio/Television/Film
  - BA/BS, Theatre
  - School of Communication minors
  - School of Communication students from our program in Doha, Qatar
- MFA in Documentary Media
- MFA in Writing for Screen & Stage
- MS in Communication
- MS in Health Communication
- MS in Leadership for Creative Enterprises

We look forward to collaborating with you at the School of Communication for your hiring needs!

Best,

Heather Trulock  
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# HIRE OUR STUDENTS

Students from Northwestern University's School of Communication have the necessary training, skills, and experiences that add value to your organization. You can post internship, freelance, and/or freelance opportunities in SoConnect, the School of Communication's career management system.

## Accessing SoConnect

To access SoConnect first navigate to:

<https://myinterfase.com/northwestern-comm/employer>

If you have a Username and Password type it into the Log In screen. If you do not have an account, you can register for one. You can register for one by clicking the "Click here to register!"

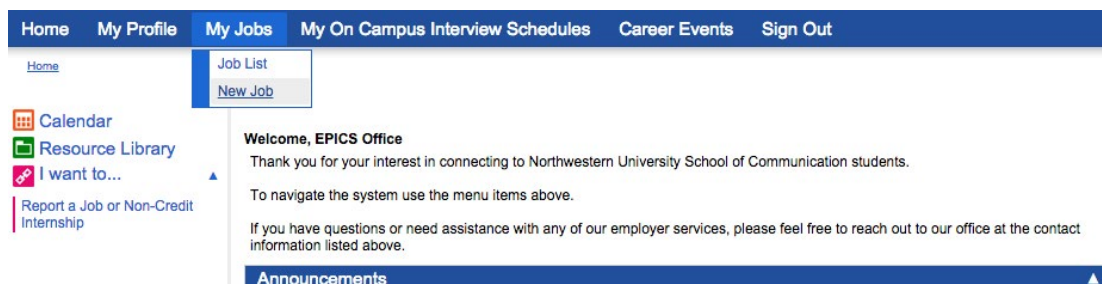
Note: We recommend using Firefox or Internet Explorer when using SoConnect to enable all functionality.

The EPICS team will review and approve your registration. Once your profile has been approved you will receive an email with a username and a link to set your password. If you wish to customize your password, log into your account and select the *MyProfile* tab, scroll down to *Contact Information*, and click *Edit*.

## Adding Positions

Upon entering your home page, navigate to the *My Jobs* tab on the top menu bar. Click *New Job* button on the next screen page. Enter your job or internship information and click *save*.

Once you have submitted, the EPICS office will review and approve the posting. You will get an email from EPICS once the position has been approved and is viewable to students.



## Managing Positions

To view and edit a position, navigate to the *My Jobs* tab on the home page and click *Job List*. Select the appropriate job from the list populated at the bottom of the screen. You will be taken to a position information page where the position can be viewed and edited.

## Recruiting Northwestern University's School of Communication students.

All employers recruiting Northwestern University School of Communication students must abide by the National Association of Colleges and Employers (NACE) Principles for Employment Professionals.

In addition, all employers recruiting Northwestern University School of Communication students must comply with EEO and Affirmative Action principles. They may not discriminate against a job applicant because of his or her race, color, religion, national origin, age, disability, sexual orientation, gender identity, military or veteran status, genetic information, marital status, parental status, ancestry, source of income, or any other classes protected by local, state, and federal law. Federal law also prohibits citizenship status and national origin discrimination with respect to hiring, termination, and recruiting or referring for a fee. For additional information on prohibited EEO practices, please visit the EEOC's website and the Department of Justice's website.

For more detailed information about EPICS' academic internship program requirements, please contact [epics@northwestern.edu](mailto:epics@northwestern.edu)

# CAMPUS BRAND BUILDING

In addition to posting your internship, full-time job and freelance opportunities with us, here are some ways you can keep your brand engaged on campus and connect to Northwestern talent throughout the school year:

## **Visiting Professionals**

EPICS coordinates quarterly events in which successful professionals engage with/share their expertise with Northwestern University Students. Opportunities to engage include:

- **Classroom Visits.** There are several courses within the School of Communication that welcome visiting professionals into the classroom.
- **EPICS Connections Speaker Series.** Share the story of your career path with students, while sharing information about the work you do and the nuances of your industry.
- **Industry Panels.** Speak to students about your career path and current work alongside a panel of like-minded industry professionals.
- **MSHC ProSeminar.** If you are looking to connect with student enrolled in our MS in Health Communication program, this is a great opportunity for you to do so. Share your career story and industry trends with current students as part of this Saturday seminar.
- **MSLCE Speaker Series.** If you are looking to connect with student enrolled in our MS in Health Communication program, this is a great opportunity for you to do so. Share your career story and industry trends with current students as part of this speaker series.

## **Networking/Recruiting Opportunities**

- **Career & Internship Fair.** The annual Career & Internship Fair, co-hosted by the Office of External Programs, Internships, & Career Services (EPICS) for the School of Communication and Medill Career Services, is an ideal place for students, recent graduates, and experienced alumni to connect with employers for internships, freelance, part-time, and full-time opportunities.
- **Company Info Sessions.** EPICS coordinates company information sessions for companies that are looking for talent or to enhance their connection to the NU community.
- **Leadership Journeys.** Our Leadership Journey program provides School of Communication students with the opportunity to visit an organization and gain an insider's perspective into the industry through interactions with leading professionals. We are always looking for employers to serve as host sites for this program.
- **MSHC Speed Networking Event.** Our MSHC speed-networking event is a way for Health Communication professionals to connect with students enrolled in our MS in Health Communication program. Participants engage with students in small groups, having the opportunity to speak to all cohort members by the end of the event on topics related to industry and hiring trends.
- **MSLCE Industry Immersion Treks.** Each spring, our MSLCE students head to either NYC or LA to engage with professionals within the creative industries. We are always looking for employers to host site visits, talkback sessions, and help us facilitate other networking/industry exposure opportunities for our students.
- **Networking Roundtables.** Networking roundtables are a way to connect with talent in a non-recruiting setting. Roundtable participants are generally not HR professionals. Rather, they are professionals within the organization who can provide insight on their industry, pursuing opportunities in their field, etc. Participants will have the opportunity to connect with small groups of students over a 1.5-hour period of time. At the end of the event, we will send each participant a resume book of interested students they can bring back to their respective HR professional/hiring manager.