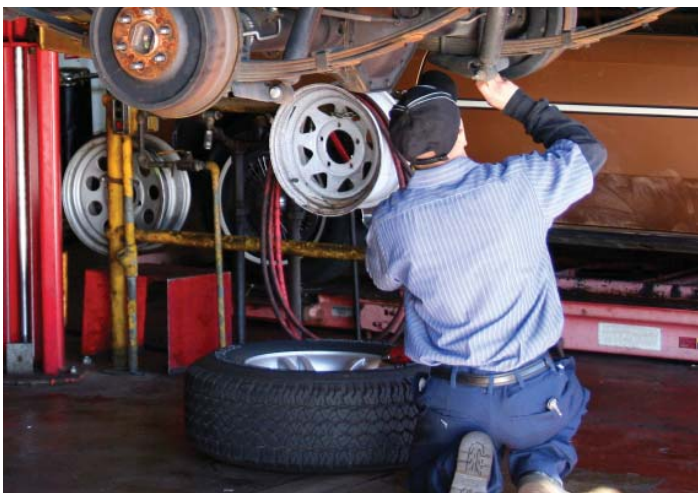




# Employer Guide to Ivy Tech Career Services



## Career Services Contact Information

JoEllen Ornduff  
Employer Liaison  
812-298-2301 • [jornduff2@ivytech.edu](mailto:jornduff2@ivytech.edu)

Lisa Moore  
Director of Career Services  
812-298-2210 • [lmoore115@ivytech.edu](mailto:lmoore115@ivytech.edu)

*Ivy Tech Community College - Wabash Valley*  
8000 South Education Drive Terre Haute, Indiana 47802

# Save Advertising Dollars by Listing Positions for FREE!



Job Zone is the Ivy Tech statewide, online resume referral system. You can post positions, review applicants and even search resumes with this powerful system. Through JobZone, you will have access to candidates from the Wabash Valley and the entire state of Indiana. Create your account and begin posting today by using the instructions on the following page!

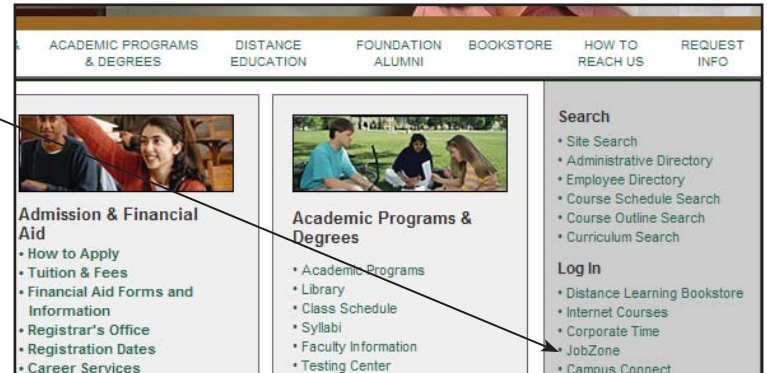


# Employer Instruction Guide

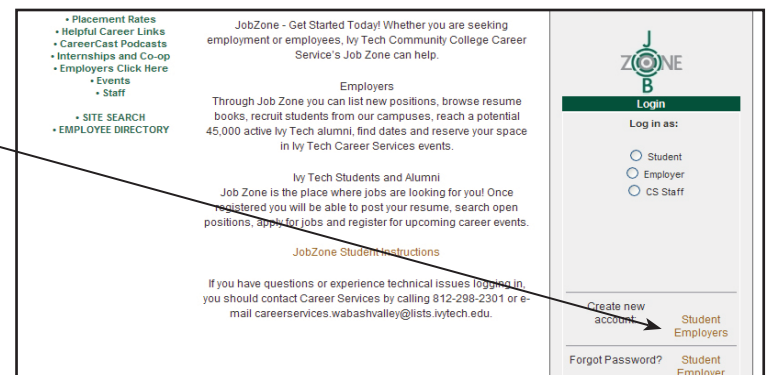


The Career Service's office at Ivy Tech Community College is pleased to offer our free on-line job posting system to employers. To post your job on JobZone follow the steps listed below:

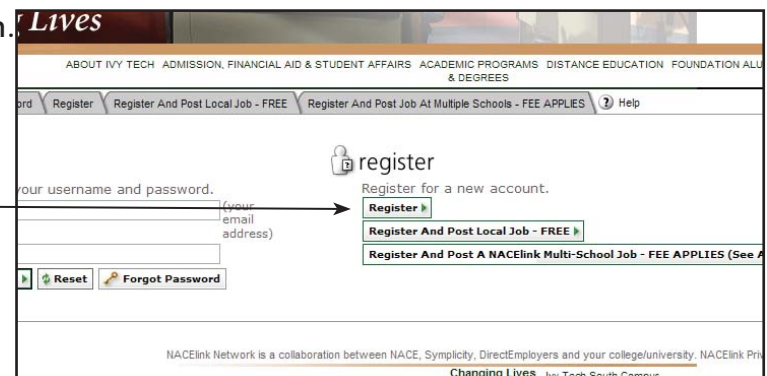
1. To enroll visit our campus webpage at [www.goivytech.net](http://www.goivytech.net) and click on the JobZone link.



2. Click on Employers.



3. The next step is to click on the first register button. This will allow our office to help you with your account in the future. *Clicking on the other two registration options sends your account to a centralized system and does not allow us to access your account for support.*



4. After you click on the register for a new account button you will be directed to a page that will ask for your company's information, and you will have a wizard that will walk you thru the remaining steps. *Be sure to click Terre Haute as the school affiliation - or we will not have access to assist you with technical questions or account changes.*

The only request that we have in return for this free job posting service is that if you hire one of our students or graduates you contact us, so that we can update our placement records. If you have any questions, please feel free to contact the Wabash Valley Career Services staff - JoEllen Ornduff - Career Services Employer Liaison at 812-298-2301 or Lisa Moore - Director of Career Services at 812-298-2210.



## Annual Job Fair

Each spring, Ivy Tech Community College hosts an on-campus Job Fair. This event is a great way to connect with motivated and enthusiastic students about future employment and internship opportunities within your organization.

## Employer Showcase

Now you don't have to wait for the Job Fair to recruit our students! You can schedule a time to come and set-up a table in The Commons on our south campus and talk informally with students. We can also provide a room for you to conduct on-campus interviews.



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# Mentoring Opportunities

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## Job Shadowing

As students explore career options, they are frequently interested in speaking with someone who is working in the field they are considering. You can register to have students visit your company and learn more about your organization and the individuals you hire. You will have the opportunity to specify the number of student visitors you will have each semester.

## Etiquette Dinner Table Hosts

Each semester, we host an etiquette dinner and style show for our students. This event is designed to teach students about dressing professionally, networking skills, and proper dining etiquette. After a brief style show demonstrating business casual and professional attire, students and employers will enjoy a time of networking “practice” which will allow students to experience their newly learned networking skills. All participants (students, faculty, and employers) will then enjoy a five-course meal while learning dining etiquette.

## Internships

Interested in hosting an intern in your organization? Contact Brock Dahlin at 812-298-2211 or by e-mail [bdahlin@ivytech.edu](mailto:bdahlin@ivytech.edu).

# Ivy Tech - Wabash Valley

## Academic Program Information

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### Accounting

### Agriculture

*Crop*

### Automotive

*Auto Body Repair*

*Auto Service*

### Biotechnology

### Business Administration

*Business Administration*

*Financial Services*

*Management*

*Marketing*

*Human Resource Management*

*Sport Management*

### Computer Information Systems

*Information Technology*

*Programming*

*Computer Information*

### Computer Information Technology

*Networking (Windows)*

*Networking (CISCO)*

*PC Support & Administration*

*Computer Information*

### Criminal Justice

### Design Technology

*Architecture*

*CAD/CAM*

*Mechanical*

*Civil*

### Early Childhood Education

### Electronics and Computer Technology

### Electronics

### Computer System/Networking

*Computer System/Networking/CISCO*

*Industrial*

*Instrumentation*

### Elementary Education

### General Studies Program

### Human Services

### Liberal Arts

*English & Communications*

*Biology*

*Mathematics*

*Economics*

*History*

*Political Science*

*Psychology*

*Sociology*

*Recreational Therapy*

*Liberal Studies*

### Library Technical Assistant

### Manufacturing and Industrial Technology

*Manufacturing*

*HVAC*

*Industrial Maintenance*

*Machine Tool*

*Welding*

### Medical Assisting

*Medical Assistant*

*Insurance Specialist*

*Phlebotomy*

*Pharmacy Technician*

*Therapeutic Massage*

### Medical Laboratory Technology

### Nursing

*Registered Nursing*

*Practical Nursing*

### Office Administration

*Administrative*

*Legal*

*Medical*

*Medical Transcriptionist*

*Software*

### Paralegal Studies

### Paramedic Science

### Radiologic Technology

### Respiratory Care

### Surgical Technology

### Undecided

### Visual Communication

*Graphic Media Production*

*Advertising/Computer Graphics*

*Photography*

*Web & Interactive Design*

# Ivy Tech - Wabash Valley

## Academic Program Information

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<u>Program</u>	<u>Chair/Advisor</u>	<u>E-mail Address</u>	<u>Phone</u>	<u>Office</u>
Accounting	Amy Browning	abrownin@ivytech.edu	298-2344	H222C
Agriculture	John Rosene	jrosene@ivytech.edu	298-2202	H116A
Automotive Technology	Don Lumsdon	dlumsdon@ivytech.edu	298-2372	Automotive Lab
Biotechnology	Janice Webster	jwebster@ivytech.edu	298-2226	D104A
Business Administration	Bonnie Bolinger	bbolinge@ivytech.edu	298-2341	H222D
Computer Technology	Rob Murray	rjmurray@ivytech.edu	298-2338	H222F
Criminal Justice	Dena Martin	damartin@ivytech.edu	298-2395	E108G
Design Technology	Jianren Rong	jrong@ivytech.edu	298-2486	CWD
Early Childhood Education	Cheryl Jones	chjones@ivytech.edu	298-2386	C114
Education	Cathy Cole	ccole45@ivytech.edu	2982403	C114
Electronics Technology	Malcolm Harmless	mharmles@ivytech.edu	298-2336	CWD
General Education	Leslie Stultz	lstultz@ivytech.edu	298-2227	H242
Human Services	Cathy Alsman	calsman@ivytech.edu	298-2343	E108E
Liberal Arts	Jeanne Ann Graham	jgraham@ivytech.edu	298-2223	H116B
Manufacturing	Chris Williams	cwilliam@ivytech.edu	298-2364	CWD
Medical Assisting	Becky Schonberger	bschonbe@ivytech.edu	298-2245	B106G
Medical Lab Technology	Janee Gambill	kgambill@ivytech.edu	298-2243	B132E
Nursing - Terre Haute	Kim Cooper	kcooper@ivytech.edu	298-2240	B136
Nursing - Greencastle	Beulah Hofmann	bhofmann@ivytech.edu	800-750-3007	Greencastle
Office Administration	Melanie Boesen	mboesen@ivytech.edu	298-2342	H222E
Paramedic Science	Barry Nicoson	bnicoson@ivytech.edu	298-2423	D104B
Radiological Technology	LouAnn Wisbey	lwisbey@ivytech.edu	298-2242	B106E
Respiratory Therapy	Jennifer Purdue	jreece@ivytech.edu	298-2330	D100
Surgical Technology	Debra Wilson	dwilson@ivytech.edu	298-2254	B106
Visual Communication	Casey Chaney	cchaney@ivytech.edu	298-2262	H134

### Program Chair/Advisor Locations

All Program Chairperson/Advisor Room Numbers (not listed at CWD or Greencastle) are located at:  
8000 South Education Drive - Terre Haute, Indiana

CWD - Center for Workforce Development  
1700 East Industrial Drive - Terre Haute, Indiana

Greencastle  
One North Calbert Way - Greencastle, Indiana

### Campus Resources

Career Services	298-2301
Admission Office	298-2281
Financial Aid	298-2293
Bookstore	298-2217
Records/Registration	298-2317
Distance Education	298-2311
Computer Lab	298-2332
Library	298-2307
Tutoring	298-2305
Student Activities	298-2288
Internship Office	298-2211
Transfer Services	298-2417
Counseling (Personal)	298-2398
Preschool	298-2304



## Career Services

Ivy Tech Community College  
8000 South Education Drive  
Terre Haute, Indiana 47802  
812-298-2301

[www.goivytech.net](http://www.goivytech.net)