

2022
Lafayette College
Virtual Career Tracks Program

A program sponsored by the

LAFAYETTE
GATEWAY CAREER CENTER

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EXPLORE Interesting Career
DEVELOP Networking Contacts
BUILD Your Resume
EXPERIENCE a New and Exciting World

Timeline



NOVEMBER 2021

- Application open as of **Friday, November 5, 2021.**
- Submit your essay & resume, and select up to three top choices of industry tracks and locations, through Handshake **before 11:55PM (MIDNIGHT), Sunday, November 28, 2021.**
- **Application CLOSES 11:55PM (MIDNIGHT), Sunday, November 28, 2021.**
Mandatory Orientations for the program will be held virtually as follows (attend one):
- **Tuesday, November 30 at 12:15pm**
- **Monday, December 6 at 4:30pm**
- **Wednesday, December 8 at 4:30pm**
(Sign up for the orientation session in Handshake.)



DECEMBER 2021

- Mandatory Orientations for the program will be held as follows (attend one):
- **Tuesday, November 30 at 12:15pm**
- **Monday, December 6 at 4:30pm**
- **Wednesday, December 8 at 4:30pm**
(Sign up for the orientation session in Handshake.)



JANUARY 2021

Students will be contacted by those who are leading the Career Track programs with the final details regarding their particular Career Track.
See below for a *tentative* schedule of Career Track sessions/weeks:

****Dates below are estimated ranges. Finalized dates are to be determined. We are making every effort to not have any overlapping dates.****

January 4-5, 2022 - Government, Communications, and Research, Washington, D.C.

January 6, 2022 - Technology and Innovation, New York Metro

January 7 - Technology and Innovation, Greater Boston

January 10, 2022 - Life Sciences, New York Metro

January 12, 2022 - Life Sciences, Greater Boston

January 13, 2022 - Media and Entertainment, New York

January 18-19, 2022 - Financial Services Track, New York

January 20-21, 2022 - Financial Services Track, Boston

January 21, 2022 - Technology and Innovation, West Coast

Students are required to send **thank you letters** to hosts upon conclusion of the Career Track, and send a copy to the Gateway Career Center office.

What is the Career Tracks Program?

This is an innovative program that gives students a valuable, insider perspective on what it's like to work in a particular industry and city. Students are given the opportunity to explore industries in different regions throughout the US to learn about the many available career paths. Students select a specific location and track which takes place over a 2-3-day period in January 2022.

Some tracks may limit the number of virtual participants. Students are encouraged to apply to up to three (3) tracks. It is possible for you to be accepted into all of the tracks for which you apply.

CAREER TRACK PROFILES:

FINANCIAL SERVICES TRACK: (New York & Boston)

In these tracks, students will gain access to some of the following: corporate finance, sales and trading, private and commercial banking, investment management and banking, wealth management, and how decisions are executed and managed in capital markets. Students who are committed to learning more about the various sectors of this industry will receive high quality exposure to a range of professionals which includes stock pitch training, alumni panels, case studies, and access to key financial services-based resources.

****Please check back as hosts are still being secured. Firms currently secured include:**

New York: Morgan Stanley, Bank of America, Brown Brothers Harriman, and Citi, Goldman Sachs

Boston: Modera Wealth Management, Aragain Capital Management, Cambridge Associates, Morgan Stanley Wealth Management, Deloitte

TECHNOLOGY & INNOVATION SERVICES TRACK: (New York, Boston, West Coast)

Students will learn how Innovation & Technology is applied in both global financial and consumer goods companies. Students will gain insight into how technology is transforming business models and methods critical in developing new platforms for communication, service, products and distribution. Innovation & Technology affects all areas of business required to maintain market position or to gain access to new markets. Innovation & Technology also holds a position of importance with business decision considerations associated in mergers and acquisition activities. During these tracks, students will be exposed to a cross-section of smaller entrepreneurial start-up companies to well established and mature companies. Students will receive tours of facilities, speak to HR professionals,

and hear presentations from alumni executives who have oversight of company innovation initiatives.

****Please check back as hosts are still being secured. Firms currently secured include:**

New York: Facebook, SAP, Slack, and Google

Boston: Flywire and Klaviyo

West Coast: Google, Facebook, Tesla, and Microsoft

MEDIA AND COMMUNICATIONS SERVICES TRACK: (New York)

Media and Communications businesses are prominent and students in this track will cover a range of enterprises from print and digital media, television and brand management as well as media advertising sales. Students will meet and interact with industry leaders in their respective fields and also have an opportunity to explore various parts of their organizations. In addition, alumni and other corporate representatives will share their experiences with students.

****Please check back as hosts are still being secured. Firms currently secured include:**

New York: Audacy, CBS, AMC Networks, Blumhouse Television, The Rachael Ray Show, Alkemy-X , CAA- Global Brand Management Group and Buchwald & Associates

GOVERNMENT, COMMUNICATIONS AND RESEARCH: (Washington, D.C.) Learn how public policy, legislation and corporate governance is influenced by a variety of organizations and companies both large and small. Students will gain insight into how federal regulation and laws are influenced from organizations outside the halls of Washington, D.C. In addition to privately held consulting firms, students will hear from representatives from the Fortune business arena as it relates to Corporate Governance and the laws impacting daily operations, staffing, reinvestment, investment in community and responsibility for product, and services sold.

****Please check back as hosts are still being secured. Organizations currently secured include:**

Washington, D.C: Disney, Pamela Passman, Solidarity Center, Enbridge, Holland and Knight, Rivian, SEC, A19 Strategies

LIFE SCIENCES TRACK: (New York, Boston)

The New York track will explore the many facets of working in the pharmaceutical industry, covering not just the sciences, but the multitude of other opportunities one has within these global companies.

The Boston Track will explore the many other elements of the life sciences, exposing students to scientific research and consulting, medical device development and sales, Healthcare, Health Insurance, etc.

****Please check back as hosts are still being secured. Firms secured currently include:**

New York: Merck, Pfizer, GlaxoSmithKline (GSK), Boehringer Ingelheim

Boston: Dana Farber, EY (life science branch), Vertex Pharmaceuticals, Brigham & Women's Hospital

When do the Career Tracks Take Place?

All Career Tracks are scheduled during the extended winter break. For 2022, these are the weeks of **January 3, January 10, and January 17**. Career Tracks occur virtually in four geographical locations and contain 1-4 industry tracks. Career Tracks include from one and up to two days of virtual employer visits for students and can include alumni panels, professional development and networking

Each track will be one (1) to two (2) days in duration.

Virtual Mandatory Orientation Meeting: Tuesday, November 30, 2021 at 12:15pm, Monday, December 6, 2021 at 4:30pm, or Wednesday, December 8, 2021 at 4:30pm

***Registration details for these meetings will be included in your acceptance email for Career Tracks**

****Dates below are estimated ranges, finalized dates to be determined. We are making every effort to not have any overlapping dates.****

January 4-5, 2022 - Government, Communications, and Research, Washington, D.C.

January 6, 2022 – Technology and Innovation, New York Metro

January 7 - Technology and Innovation, Greater Boston

January 10, 2022 – Life Sciences. New York Metro

January 12, 2022 - Life Science, Greater Boston

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SAMPLE ITINERARY FOR ALL LOCATIONS:

- **SESSION 1, 8:30-10:00**
 - **Break, 10:00-10:30**
- **SESSION 2, 10:30-12:00**
 - **Lunch, 12:00-1:30**
- **SESSION 3, 1:30-3:00**
 - **Break, 3:00-3:30**
- **SESSION 4, 3:30-5:00**

SCHEDULING CONSIDERATIONS – CAREER TRACKS AND EXTERNSHIPS

The Gateway Career Center recommends that students applying to the January 2022 Externship program carefully consider those dates associated with the experience when

applying to a Career Track. The pre-scheduled dates for the Career Track program will not change. **While we have intentionally scheduled both programs so as not to overlap, we remind you to consider “screen fatigue” and resist over-extending yourself. Additionally, when you sign up, your “seat” is reserved and your name is sent to the hosts ahead of time. Your failure to honor your commitment not only will cost another student the opportunity, but may affect your ability to participate in future Career Tracks.**

WHY PARTICIPATE?

The benefits that you receive from participating in Career Tracks are numerous; in addition to helping you consider career choices, you will gain opportunities to “NETWORK.” Each day students will rotate to different employers and organizations to provide a broader look at a particular industry. Each employer visit will provide new industry knowledge and include a variety of activities.

THE BENEFITS YOU RECEIVE AS A CAREER TRACK PARTICIPANT:

- Exposure to a specific industry and career path to help you determine if it’s the right fit for you. You will spend time at a broad range of employer sites.
- Stand out to a potential employer and keep abreast of their hiring needs.
- Continuous networking with other students, parents, alumni, and employers to build your professional contacts and deepen career knowledge.
- Connect with successful alumni, parents, and friends of the College, who can give insight and support to benefit your future career ambitions.
- Students may have the opportunity to ask professionals questions to better understand the field they are considering as a possible career.
- Some tracks may include Human Resource professionals who can offer skill development and insight about recruiting cycles and processes that are particular to an industry.

WHO ARE THE HOSTS?

Alumni, parents, and friends of the College volunteer their time to share their expertise with students. These volunteers hold various professional roles in companies and industries that align with each specific track. These experiences can include virtual tours, panels, presentations by business executives, and talks with human resources professionals, etc.

Please note: Host organizations are subject to change; understand these are dynamic organizations and when business needs are warranted, substitutions will be made as necessary.

How Can I Apply For A Career Track?

Carefully read ALL Career Track descriptions on the previous pages, along with the application requirements. Your application must be submitted through **Handshake** prior to **11:55 pm (Midnight) of November 28, 2021**.

By submitting your application, you are agreeing to accept the Career Track opportunity you selected and honor the commitment. Therefore, be sure to plan carefully and thoughtfully to be sure you are available the days of each event and consider time management.

APPLICATION REQUIREMENTS

1. Resume
2. 500 word **original** essay that addresses the following questions:
 1. *Why are you interested in this particular Career Track? Discuss your selection, or selections, in one essay.*
 2. *What do you hope to gain from the experience, either/both personally and professionally?*
 3. *How do you plan to prepare for and make the most of this experience?*

IMPORTANT: Please respond to prompts within one cohesive 500 word essay, NOT a short answer format.

ESSAY MAY NOT CONTAIN ANY PORTIONS OF A PREVIOUSLY SUBMITTED ESSAY USED TO PARTICIPATE IN EITHER THE EXTERNSHIP PROGRAM OR CAREER TRACK IN PRIOR YEARS. This is considered a violation of Academic Integrity as defined in the Student Handbook.

SUBMITTING YOUR APPLICATION:

Submit your essay, resume, and up to three choices for the Career Tracks (Note: as virtual space is limited for some tracks, we cannot guarantee that you will be approved for every selection, but do strongly encourage you to select three in total) by **SUNDAY, NOVEMBER 28, 2021 at 11:55 pm (MIDNIGHT) through Handshake**.

You must submit both a resume and essay; incomplete applications will not be considered. **DO NOT PROCRASTINATE.** BEFORE you submit, verify that the industry track(s) you are applying to is for the city and dates that you desire.

REMEMBER: SUBMIT ALL APPLICATION MATERIALS ON OR BEFORE SUNDAY, NOVEMBER 28, 2021 AT 11:55 PM (MIDNIGHT).

WHAT HAPPENS NEXT?

Once you apply, you will select a mandatory Orientation Meeting. Orientation Meetings will be offered Tuesday, **November 30, 2021 at 12:15pm, Monday, December 6, 2021 at 4:30pm and Wednesday, December 8 at 4:30pm.** At this session, you will receive valuable advice on how to make the most of your experience. **Please note: Applying for a Career Track means that you are making a commitment to this experience. ONCE ACCEPTED, PARTICIPATION IS MANDATORY.** After the orientation session, you will be emailed a confirmation on the tracks in which you will participate, along with valuable advice on how to make the most of your experience.

ADDITIONAL QUESTIONS?

Call the *Gateway* Career Center (610-330-5115) or visit the Career Tracks pages of the Career Center website at: <https://gateway.lafayette.edu/careertracks/>

Application Instructions

All students applying for the program **MUST** the online procedure. **All applications will be submitted by 11:55 pm (MIDNIGHT) on SUNDAY, NOVEMBER 28, 2021.** NO EXCEPTIONS. The details are outlined below:

HANDSHAKE APPLICATION & UPLOAD DOCUMENTS INSTRUCTIONS

- A. The application will be completed through Handshake. See direct postings below.
B. All Career Track sessions are listed under JOBS, and search for “Career Tracks 2022.” Select up to three (3) tracks.

Applying for a Career Track means that you are making a commitment to this experience. Once ACCEPTED, participation in all virtual site visits is mandatory.

Direct links are provided below for your convenience:

[Apply here](#): January 4-5, 2022 - Government, Communications, and Research, Washington, D.C.

[Apply here](#): January 6, 2022 – Technology and Innovation, New York Metro

[Apply here](#): January 7 - Technology and Innovation, Greater Boston

[Apply here](#): January 10, 2022 – Life Sciences. New York Metro

[Apply here](#): January 12, 2022 - Life Science, Greater Boston

[Apply here](#): January 13, 2022 – Media and Entertainment, New York

[Apply here](#): January 18-19, 2022 – Financial Services Track, New York

[Apply here](#): January 20-21, 2022 – Financial Services Track, Boston

[Apply here](#): January 20-21, 2022 – Technology and Innovation, West Coast

- C. As part of the application you will be prompted to upload your resume and essay as separate attachments to your survey. Please name them with your Lafayette username, class year, and document type as shown below:

- For the resume: LAFAYETTE USERNAME and 21resume (for example, **SMITHJ21resume**)
- For the essay: LAFAYETTE USERNAME and 21essay (for example, **SMITHJ21essay**)
****Please put your name on all pages of your essay****

(This prevents errors when the Gateway Career Center accesses the documents of all applicants.)

***NOTE: ESSAY MAY NOT CONTAIN ANY PORTIONS OF A PREVIOUSLY SUBMITTED ESSAY USED TO PARTICIPATE IN EITHER THE EXTERNSHIP PROGRAM OR CAREER TRACK IN PRIOR YEARS. This is considered a violation of Academic Integrity as defined in the Student Handbook.**

DO NOT WAIT UNTIL THE LAST DAY TO SUBMIT THESE DOCUMENTS. Due to the high volume of applicants, the Gateway Career Center cannot provide last-minute assistance.

IMPORTANT: Applications missing one of the steps will be considered incomplete and will not be accepted. Questions? Contact the Gateway Career Center at 610-330-5115, or stop by Room 201 in Hogg Hall for assistance.

Direct Links to Apply to Career Track sessions:

[Apply here](#): January 4-5, 2022 - Government, Communications, and Research, Washington, D.C.

[Apply here](#): January 6, 2022 – Technology and Innovation, New York Metro

[Apply here](#): January 7 - Technology and Innovation, Greater Boston

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Thank you for your support and interest in the Gateway Career Center!