



# CareerStreet

A Publication of the Macalester College Career Development Center  
**Vol. 2 - October 17, 2003**

*"Go confidently in the direction of your dreams.  
 Live the life you have imagined."  
 - by Henry David Thoreau*

**Miss An Issue? See Previous CareerStreet Newsletters**

## What is the CDC?

The [Career Development Center](#) is here to assist students in planning, articulating and applying their educational experience to meet their future goals. The office is located on the first floor in Kagin Commons, and offers [individual counseling sessions](#) with a career counselor, an extensive [career resource library](#), [job/internship listings](#) and opportunities from around the globe. The CDC resource library features: Information about Fellowships, [Internships](#) and [Job Postings](#); information on Companies and [Government Opportunities](#); pamphlets and materials on [resume](#) and [cover letter](#) writing; books on etiquette, [interviewing](#), [grad school](#) and the [job search process](#); and an extensive [alumni directory](#), sorted by career.

**Hours: 8 a.m.-4:30 p.m.  
 Monday through Friday  
 (Daily Drop-ins: 2-4 p.m.)**

## Hot Jobs...

**Find details on these opportunities on our web site under [Grand Avenues](#).**

**RICHARD SCALES  
 ADVERTISING  
 St. Paul, MN  
 Electronic Media Production  
 (Part-time, may work into Full-time)**

## Senior S.L.A.M. (Seeking Life After Macalester)

Seniors don't miss the "Day of Medicine." On Saturday Nov. 8, the University of St. Thomas is hosting a "Day of Medicine," a program designed to help students interested in a career in medicine make an informed choice.

The day's theme is "Practicing and Learning the Art and Science of Medicine." The schedule features speakers, breakout sessions and panel discussions with experienced physicians, medical students and faculty as well as medical school admissions committee members.

The "Day of Medicine" will help you:

- To have a realistic perspective about what it means to be a physician
- To recognize the diversity of careers in medicine
- To define and examine your values as clearly as possible in order to see if there's a fit with a career in medicine
- To examine the qualities that help to define a fine physician, and what is needed to enter medical school
- To recognize the importance of connecting with pre-health professions advisors early and often

To register for the Day of Medicine, pick up a registration form at the Career Development Center in Kagin Commons. Send the form and a check (or cash) for \$15 made payable to University of St.

## Macalester at Work

by Liz Bartels '04  
 CDC Student Staff



**Deloris Richardson  
 Associate Director of Admissions**

Deloris Richardson has been an Associate Director of Admissions at Macalester since August 4 of this year. She has worked in Higher Education since '96, and Macalester is her fifth college. Ms. Richardson loves students and connects with them naturally - "like a call and response." It's true. She's easy and fun to talk to and made me feel comfortable immediately. At the end of our interview, Ms. Richardson asked me a few questions about myself and my own plans for career and future. She told me, paraphrasing Thoreau, to "go confidently into your dreams."

**CDC: As an Associate Director of Admissions, what do you do here at the Admissions Office?**

**DR:** As a new Associate, some of my many responsibilities include recruitment, interviewing, contacting new students, and giving presentations to students about the college. I also spearhead the MASAB program -the Multicultural Student Advisory Program, which is comprised of Mac students. It

PC & MAC experience. Work w/Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Adobe Illustrator, Adobe Photoshop, Adobe Acrobat, QuarXPress and Dreamweaver. Manipulate many different file formats, transfer files, manipulate images, collect images, organize files and update existing programs.

Apply by 10/20/03

**HECUA  
Twin Cities, MN  
Graduate Fellowship in  
Philanthropy and Human  
Rights Coordinator**

Provide coordination and promotion of the Graduate Fellowship. Support development of relationship and communication with Otto Bremer Foundation, recruit qualified individuals to apply, coordinate application selection process, complete reports.

9-month contract, renewable.

Approx. 10 hours per week

Apply by 12/12/03

**COMMUNITY PARTNERS  
WITH YOUTH**

**New Brighton, MN  
Youth Worker**

Middle School Enrichment Program. Plan and lead experiences for 6-8th grade aged youth to promote well-being and enhance the education experience.

Apply by 10/20/03

**SENATE  
Albany, NY  
Undergraduate Session  
Assistant**

Prospective applicants may go to the program web page:

[www.senate.state.ny.us](http://www.senate.state.ny.us) (Student Programs link).

Apply by 10/31/03

**SUSQUEHANNA  
INTERNATIONAL GROUP  
Bala Cynwyd, PA  
Assistant Trader  
(Internship to possible full time)**

Thomas by November 1st. For more information call Andrea at x6191 or the CDC at x6384.

**Great Grad School Websites:  
[Advice for Undergraduates](#)  
[Considering Graduate School](#)**

[Grad School Advice \(Applications\)](#)

[Grad School Interview Advice](#)

[U.S. News and World Report: Graduate School](#)

**Junior Jumpstart**

Juniors...Are you starting to get asked THE big question... "What are you going to do after graduation?" Do you break out in a cold sweat when you hear those words because you just don't have an answer? Here are a FEW things that you can do this year that just might help you formulate an answer.

- Conduct informational interviews to find out about jobs that might interest you (don't forget to seek assistance from friendly Macalester alumni - the CDC can help with this).
  - Attend CDC programs on topics including applying to graduate school, job search strategies, interviewing skills and resume writing
  - Use your contacts (family members, family friends, professors, etc.) to identify careers, job opportunities, graduate schools that might be of interest to you
  - Participate in community service activities
  - Do an internship
  - Shadow people doing the type of work that you might enjoy
- Come and talk to the staff at the CDC!!!

**Sophomore Syllabus  
Declaring a Major/Declaring a Life**

Choosing a major can be fraught

involves a lot of things. My work involves many different components. Today I have 25 different things going on.

**CDC: What led you to this particular field of work?**

**DR:** Actually I fell into this work by happenstance. Like coming full circle in my life. I was a tour guide as an undergrad - Tour Guide Extraordinaire - every kind of tour guide you could think of. But I would have never thought I would be working in admissions then if someone had asked me. I was a Corrections Officer at the time, and I kept referring people to go to the local community college, and I kept thinking, "I could be getting paid for this."

**CDC: What were you studying?**

**DR:** Sociology. I was a people person. I like to talk.

**CDC: You have to travel frequently in you work. Any advice for students thinking about jobs that require travel?**

**DR:** You have to be very detail oriented and organized in what you do. You need to meet deadlines. Although you live in the present, you have a foot in the future.

**CDC: What are you reading right now?**

**DR:** I'm an avid reader [pulls out a book from her bag]. A colleague showed me this and I had to pick one up. It's *Shifting: The Double Lives of Black Women in America*. I'm also reading James Baldwin's *Go Tell it on the Mountain*. I think he's a man in a great deal of pain. It's funny that you should ask me about what I read. It's what relaxes me. Barnes and Noble is where half my paycheck goes.



**Counselor's  
Corner**

*"I've been job hunting for six months and have been getting plenty of free*

Derivatives trading firm active in global capital markets. Spend supervised time on one of the trading floors. May be invited to enter the formal training program to become traders for SIG. Responsibilities include Analysis Flow of Market Information and Adjustment of Markets. Apply by 5/18/04

## On-Campus Recruiting

### Analysis Group, Inc.

Mon., Nov. 3 - Deadline Call for Resume

### Dahlen, Berg & Company

Tue., Oct. 21 - Presentation 7 p.m. - Kagin 003

Wed., Oct. 22 - Deadline Call for Resume

Tue., Nov. 4 - Interviews

### Indiana University School of Public & Environmental Affairs

Fri., Oct. 17 - Information Table 11 a.m.-1 p.m. - Campus Center

### Northwestern Chiropractic School

Tue., Oct. 21 - Information Table 11 a.m.-1 p.m. Campus Center

### Peace Corps

Mon., Oct. 27 - Presentation 7 p.m. Humanities 112

### Teach for America

Fri., Oct. 24 - Deadline to apply on-line

Nov. 18-19-20-21 - Interviews  
**United Parcel Service (UPS)**

Thu., Nov. 13 - Information Table

Thu., Dec. 11 - Information Table 11 a.m.-1 p.m. - Campus Center

### Yale Divinity School

Wed., Oct. 29 - Information Table

4-5:45 p.m. - Campus Center

## Upcoming CDC Events

### Financing Graduate School

Wed., Oct. 29 - 12-1 p.m. Kagin

with anxiety and frustration. Which major is right for you? How do you choose between departments? What do you hope to do in life? You are not in this process alone. Join your classmates for a brown-bag lunch from 11:45 a.m.-12:45 p.m. in Weyerhaeuser on November 4th to learn how others have survived their "major" decision making process.

## First Year Focus

First Years...Stay tuned for upcoming announcements from the CDC about a special program coming just for you!

## Ethics Essay Contest

### The Elie Wiesel Prize in Ethics Essay Contest 2004



Now in its 15th year, *The Elie Wiesel Prize in Ethics Essay Contest* was created to challenge college students to contemplate ethical issues facing them in today's complex society and to analyze their own perception and thoughts on ethics. Juniors and seniors are encouraged to compete in this contest for awards of up to \$5,000. The deadline for the contest is December 5, 2003. A distinguished panel of readers will evaluate all entries and a jury, including Elie Wiesel, will choose the winners. All winners will be announced in April of 2004. For complete contest information and much more about The Elie Wiesel Foundation and the *Prize in Ethics Essay Contest* go to their website at [www.eliewiesel.org](http://www.eliewiesel.org).

## Featured Article

*"Going on to Grad School" by*

*advice from well-meaning friends and family. For instance, I wanted to apply to a particular company but a friend told me they weren't hiring so I didn't bother. Another friend said my resume didn't say enough about me and I should ditch chronology and switch to a functional resume. And my father has vetoed at least three companies I was interested in because he said I 'didn't have the right degree.' I don't know what to think anymore."*

Gratuitous advice is worth what you pay for it. Of course your friends and family are well-meaning; they have your best interests at heart. However, their experience is limited to themselves. What happens to someone else has little predictive value. It's anecdotal only. Here's what matters in job hunting:

- Knowing what kind of role you're looking for
- Knowing what physical and psychological conditions you absolutely can not work in
- Researching to find out what companies/industries hire people who do what you want to do
- Making sure your salary research is up to date so you know how much you should be paid

Here's our advice about the advice you've gotten: a) you'll never know whether a company is hiring until you ask, b) since emailing a resume became the norm, there is no comprehensive formula - most will be electronically scanned for key words before a human ever sees it, and c) ditto "a."

(Adapted from Kennedy's Career Strategist, October 2003.)

## The Bookshelf

### *100 Jobs in Social Change -*

**Author Harley Jebens,**

**Macmillan, New York, NY 1996**

Are you interested in social change but just aren't sure what jobs are out there? Look no further! Harley

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**Day of Medicine**

**Sat., Nov. 8** - 8 a.m.-3 p.m.

University of St. Thomas

**Alumni Career Night for Sciences**

**Wed., Nov. 19** - 6-7 p.m. Campus Center Upper Atrium

**Check This Site Out ...**

Compiled from many of the nation's leading industry-specific directory publishers,

**CareerSearch** is a constantly updated interactive database of nearly one million potential employers. This program allows you to access organizations nation-wide providing information for your internship and career searches. To enter the program, go to the website

[www.careersearch.net/macalester](http://www.careersearch.net/macalester).

You can either enter the program to search for organizations, investigate cities you may want to live in using the Top-Rated Cities Guide, or identify salary averages for your field of interest with the Salary Wizard (User ID: macalester - Password: career).

**Lilly Pad**

**(Notes from the Lilly Project)**

Turn your regular academic internship into a Lilly Internship. Enrich your internship through:

- Small group discussions that explore your experience and support your learning
- Guided self-reflection through journaling and discourse
- Reimbursement for internship-related travel expenses
- Free dinner

For more information, contact Eily Marlow (x6738) or Mike Porter (x6251) or stop in the Internship Program, Kagin Commons, 1st Floor.

*(Sponsored by Macalester's [Lilly Project for Work, Ethics & Vocation](#))*

**Macalester College**

**Jane E. Levy, Senior Associate Director, Cornell Career Services, at Cornell University.**

If you have a clear sense of your career direction, and if an advanced degree is required for entry into that field, then applying to graduate school makes perfect sense. Law, medicine, and college or university teaching, for instance, are areas in which education beyond the baccalaureate level is required. Or, if you want to immerse yourself in the study of a particular academic discipline purely for the love of it, then advanced study will probably turn out to be a satisfying and valuable experience.

For most college graduates, however, the decision to continue their education will not be as clear-cut. If you are unsure of your career goals, this can present a real problem at the graduate level, where you are expected to have clearly defined interests leading to an area of specialization.

A convincing argument can be made that working in an area related to your interests before pursuing graduate study can lead to a more effective experience in graduate school. First, related work experience will help you clarify career goals. You will learn what it takes to be successful in a given profession and can then assess your abilities accordingly; this knowledge should help you decide on an area of specialization. Second, the perspective, learning, and maturity acquired from practical experience can be applied to the theoretical concepts promoted in your studies and should increase your understanding of them. Finally, work experience can sometimes enhance your application credentials by offsetting mediocre grades or test scores. In the case of some competitive professional schools, admissions committees may be as interested in your work

Jebens' book, *100 Jobs in Social Change*, highlights careers in advocacy, social and health services, education, nonprofit work, media work, communications, technology, and the political arena.

This easy to follow book supplies brief job descriptions, job outlooks, qualifications and personal characteristics, and salary expectations for 100 jobs in social change. In addition, a profile and mini informational interview of a person from each field is provided.

This book is a useful resource to pick up and page through for ideas around jobs in social change. The outlook and salary sections may not be relevant at this time, but the rest of the book is extremely practical.

The personal profiles often include company names and cities in which the professionals are employed. Even though this book was written in 1996, these contacts may still be around and could possibly be included in the networking part of your job search.

*(This book can be found in the Kagin Resource Center, Social Sciences section. Book review prepared by Claire Benton, Graduate Assistant, Career Development Center.)*



## Printer Friendly Version

background as your "numbers."

Once you've decided to pursue graduate study, begin to explore schools offering the type of program you want. Conduct research on the Internet or use the college or city library to find directories of graduate study. You will find directories that briefly outline, for each field of study, the academic programs, financial aid resources, cost of study, application requirements, and other information. Approximately one year prior to your intended matriculation date, contact schools through their web sites or directories to obtain applications, catalogs, and financial aid information.

You will want to do further research on the programs best suited to your interests and goals. Start with your faculty and ask those in the field you intend to pursue for their advice on specific programs. Also, go to the library and find professional journals in your field. See which professors are doing research and publishing in your area of interest; you may want to write them for advice on the best programs to consider. If possible, visit the schools that appeal to you and talk with faculty and current graduate students for a better perspective.

As you evaluate each program, consider the quality of the faculty, special concentrations and courses related to your interests, the prestige of the institution, the facilities, the cost, placement opportunities, housing, geographic location, surrounding community, and other factors of personal importance. Graduate programs are rated but the criteria vary, so read the introduction of each rating carefully to see how judgments were made.

Planning is the key. Think through your motivation for pursuing advanced study and talk with your

**adviser early about the application process. Read all application materials carefully to meet requirements and deadlines. If you plan well, success in graduate school should follow.**  
(Adapted from NACE Job Choices: Diversity Edition 2004.)

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October 16, 2003