



CareerStreet

A Publication of the Macalester College Career Development Center
Vol. 4 - November 14, 2003

*"The great thing in this world is not so much where we are,
but in what direction we are moving."
Oliver Wendell Holmes*



Hot Jobs . . .

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

**MN/DOT, Central Office,
St. Paul, MN
Student Worker
Paraprofessional
\$10.95 - \$12.87**

**Part-time or full-time
20-40 hours per week
Deadline: 12/10/03**

Assist the Land Information System and Right of Way Mapping unit organizing and documenting work processes, map records, and group work progress using GIS technology.

**Hubbard Broadcasting, Inc.
St. Paul, MN
Researcher, Investigative Unit**

Deadline: 12/04/03

Research news stories for both the assignment desk and investigative unit. Obtain court and police documents. Call news sources and return tip calls to viewers. Research through use of government databases, online databases and Internet.

**Avis Rent a Car Systems
Bloomington, MN
Customer Service Representative**

**Full-time/part-time \$9.75
Deadline: 12/10/03**

Assist customers with rental car needs and options. Meet/greet

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

SENIORS: Do I really need to wear a suit to a job interview?

YES!!! You get one chance to leave a first impression and that first impression counts. Check out the Top Five Interview Dress Tips below and then click on the links for even more great tips.

1. Wear the best quality you can afford.

A classic fine-grade wool suit (versus sports coat if you can) - women can do either a pant suit or suit with skirt (if in doubt, do the skirt), silk tie for men, leather shoes, great cotton shirt (or similar equivalent for women) - all of these will never let you down.

2. Buff & Shine!

Clean, combed hair with a fresh cut - shined shoes - clean socks - nicely pressed and even starched shirt - clean fingernails (women - with neutral or light polish if you wear polish) - brushed teeth with mouthwash - newer portfolio with a great pen.

3. Under and Over.

Guys - wear an undershirt. Women - the basics plus a camisole if your shirt is sheer and a slip if you are wearing an unlined skirt. If you wear a coat that your interviewer will see, you may want to invest in a classic overcoat that looks great with your suit. Look classy!

4. Keep it minimal.

This goes for jewelry, perfume or aftershave (may wish to avoid altogether given typically small

Macalester at Work by Liz Bartels, '04 CDC Student Staff



Erika Orsulak '03

Erika is a recent graduate who, while at Macalester, devoted her spare time to off-campus employment and volunteer work with organizations such as Bruce Vento and YouthCare's Young Women's Mentoring Program, the 2002 winner of the Ann Bancroft Award in the Organization Category. Erika is currently working in the St. Paul Public Schools District.

CDC: What are you up to these days?

EO: This woman asked me recently in an interview to describe myself or what I was doing and I thought, what *am* I doing? What is my life like right now as a 23 year-old just coming from Macalester, trying to box it all in? Right now I am a youth worker. I work for the St. Paul Public Schools District and I do an after school enrichment program where I plan and implement activities for third graders at two St. Paul elementary schools. It's a really great program and I have a lot of flexibility to do what I want to with the third graders. I try to incorporate what I learned at Macalester into the informal education of the kids I work with. So, I'm up to that. I was just offered a job

customers, rent and check in cars via computer. Handle customer inquiries and complaints.

LSC Spotlight

Multicultural topics play an essential and ongoing role in one's life and work. The CDC is working with the Lealtad-Suzuki Center/Department of Multicultural Life to highlight these issues for all students. This newsletter's focus is on ...

Making a Career Out of Community Organizing: Spotlight on Lakota Harden



Lakota Harden (Minnecoujou/Yankton Lakota & HoChunk, adopted Tlinget, Quechua) is an orator, activist, community organizer, facilitator and poet. She has dedicated her life, as a daughter of seven generations of Lakota leaders, to liberation and justice. Harden became an accomplished speaker and representative starting with her involvement in the early American Indian Movement's "We Will Remember" Survival School on the Pine Ridge reservation, established out of the 1973 Wounded Knee occupation. She has continued her activism over the years, working with the International Indian Treaty Council, Women of All Red Nations (WARN) and the Black Hills Alliance. Moving into unlearning oppression work in 1987, Harden began collaborating with the Oakland-based Todos Alliance-Building Institute and the Oakland Men's Project.

More recently, Harden was part of South Dakota's Indigenous Women's Network (IWN): Lakota Traditional Birthing Project

interviewing spaces!), makeup. Leave the cell phones and pagers off and in a different room.

5. When in doubt....

Dress more conservatively, more formally. This is not the time to make a personal statement with your appearance. Let them remember you, not your clothing.

More Helpful Info:

<http://amdt.wsu.edu/research/dti/index.htm>

http://www.quintcareers.com/dress_for_success.html

<http://www.neckties.com/knots.htm>

<http://www.fashionmall.com/guide/scarves/doc/index.html>

Junior Jump-start

JUNIORS: Seeking a cool internship here in the Twin Cities? Visit [Grand Avenues](#) and check out some of the great internships that are available including:

Science Museum of Minnesota
Presenter Intern, Museum Programs

Planned Parenthood
Public Affairs "Reality Checker" Program Organizer; Clinic Based Advocacy Volunteer; Medical Professional Organizer; Diversity/Advocacy Research Project Intern

American Cancer Society
Spring Internship Program

Center of the American Experiment
Think Tank Intern

Minnesota International Center
World Affairs Program Intern

actually with a nonprofit organization in Minneapolis that I worked with through the off-campus student employment program, the CSO. They just offered me a full-time position doing sort of the same thing I'm doing right now, but with a women's program coordinating afterschool programming for girls. I've worked with them a couple of years and got hooked up with them through Macalester. I stayed connected with them, and they offered me a job.

CDC: What did you spend most of your time and focus on at Mac?

EO: I was a geology major at Mac and I got really into that for about a year, but then I got the internship with YouthCare. I'd done a little community service work my freshman year, and then early on in my sophomore year with the Children's Museum. I realized I loved working in the nonprofit sector and places that really valued cultural diversity. Those experiences changed my idea about what I wanted to do with the rest of my life. I decided I didn't want to do geology as a career. I wanted to do something with social policy.

CDC: Do you think you will go to grad school?

EO: I do think so. My mother asks me this every time we talk on the phone. I think it will be within the next couple of years. I first have to take the GRE. I'm not sure what I will go on to study. It will most likely be something like social policy or some branch of critical race studies. I do think I'll go to school within the next couple of years.

CDC: What do you think about "networking?" I know this term can seem very foreign to students.

EO: I was just talking to one of my friends who got the name of a woman

focusing on women's health, traditional cultural teachings and women's empowerment. Additionally, she worked with the Bison Land Resource Center's committee for "Envisioning the 7th Generation" youth conference focused on environmental protection, alternative energy, and leadership development. She also worked with OYATE, a Native organization working to see that our lives and histories are portrayed honestly through books. This includes evaluation of texts, resource materials and fiction by and about Native peoples; conducting of teacher workshops, in which participants learn to evaluate children's material for anti-Indian biases; administration of a small resource center and library; and distribution of children's, young adult, and teacher books and materials.

Harden is currently the Project Coordinator of Mercury Health Education with the International Indian Treaty Council. This project focuses on the urgent necessity to inform people, especially pregnant and nursing mothers, of the dangers to the unborn and young children posed by mercury left from the abandoned gold mines that were never adequately cleaned up. "The only way to keep mercury out of our bodies is to keep it out of the environment." The ultimate goal is to eliminate mercury use and clean up existing sources of contamination.

Lakota Harden will be a guest speaker at Macalester College on Thursday, November 20, at 5 p.m. in the Lealtad-Suzuki Center, 1st Floor, Kagin Commons.

On-Campus Recruiting

[Teach for America](#)
Nov. 18

Sophomore Syllabus

SOPHOMORES: Choosing a Major - Steps in a Process

Step I: DECIDE TO DECIDE

Getting started is half the battle. Be clear about your motivation and timeline. What is it that you need to determine? What is the Registrar's Office's deadline?

Step II: GATHER INFORMATION

Learn about yourself. Consider your skills, values, preferred environment, lifestyle preferences, etc. Look at the major pages on the CDC website: (<http://www.macalester.edu/cdc/majors.html>), books such as the classic What Color is Your Parachute, or work with paper inventories/assessments such as the Myers Briggs Type Indicator or Strong Interest Inventory (available from the CDC).

Learn about each major that interests you. Review the catalogue, speak with juniors and senior, speak with faculty. Write down which classes you most would like to take. Do these classes have a common thread?

Step III: ANALYZE THE INFORMATION

Look at the lists you have created for clustering, overlaps, etc. - are there common elements? Most people find that the things they have pulled together will cluster in one or two different types of areas. At this point, you can begin to put names to the types of majors that represent those areas. If you have not already done so, this might be a good point to meet with a career counselor.

Step IV: ACKNOWLEDGE YOUR PASSIONS/REALITIES

Nothing is more fulfilling than when you are working on something you are passionate about. There is a direct correlation between how

through a friend of a friend, who has openings for substitute teachers in the Minneapolis Public Schools District - and she's going to take her up on her offer. I was always really weary of networking, too, but I think it's really useful. We have so many contacts through Mac - professors, alums, and students that know people everywhere. Maybe it's not exactly what we are trained to do, but I think networking is a really great thing. Take advantage of all of your resources. Networking may sound dorky, but it's really useful. Get the word out that you're looking for a job. When I was job-hunting, I talked to the director of YouthCare and he handed out 20 copies of my resume, and I had at least five people talk to me. Be prepared though - have your resume ready and talk yourself up.

CDC: OK. Let's get down to what we really want to know. Did you, Erika Orsulak, ever use the Career Development Center?

EO: Yes, I used the CDC quite often my last semester at Mac. I would go for resume and cover letter advice. I was on their website all the time during the period I was applying for jobs. They're a really good resource, and unfortunately a lot of the course work the students do at Mac doesn't really prepare them to be practical job hunters. You don't go into a class called Asian American Community and Identity and come out with an internship your professor has suggested to you. I don't think we're taught we necessarily need to build our resume. You need to be motivated to do that. A lot of students just love being students and don't think about the application of what they're learning and its value to the jobs or internships or volunteer work after graduation. Mac has great resources and I wish more students took advantage of them.

CDC: Any advice for those students who "love being students" and are terrified of graduating?

Interviews

[United Parcel Service \(UPS\)](#)

Thu., Dec. 11

Information Table

11 a.m.-1 p.m. - Campus Center

Upcoming CDC Events

Alumni Career Night for the Sciences

Wed., Nov. 19

6-7 p.m.

Campus Center Upper Atrium

SCIENCE MAJORS - Check out this helpful web site:

http://www.ns.msu.edu/acrc/quick_guides/resume_scientists.asp

for examples of sample resumes, summaries and objective statements, scientific key words, etc.

Session 2: First Year Program - Time Management & Advising 101

Thu., Nov. 20

4:45-6:15 p.m.

Kagin Resource Center

RSVP by Monday, November 17 at 4:00 p.m. to the CDC at x6384 or cdc@macalester.edu.

Web Watch

[Spotlight On Careers: Liberal Arts Resources \(formerly called WebExchange\)](#) is a terrific web resource created by a consortium of colleges specifically for liberal arts students. Find 28 career areas, including arts administration, advertising, biotechnology, consulting, environment, research/health care PLUS graduate fellowships and intercultural resources.

Access is restricted to the students and alumni of the consortium member schools. Macalester students/alumni may use the LOGIN: lacn and PASSWORD: hamilton from either on or off campus. Visit Spotlight On

much you enjoy the work in your major to your GPA.

Step V: FOCUS & DECIDE

From this point, you will be able to distill your preferences. If you are having difficulty, it may be a good time to meet with a career counselor.

OK, it's a lot of work. But your satisfaction with your choice of major is important. Aren't you worth the time and effort? We think so. Let us know if we can assist you with any part of this process.

The Macalester College Career Development Center Staff

First Year Focus

FIRST YEARS:" Now That You're Here, What The Heck Are You Going To Do For The Next Four Years? - Part II."

Did you miss out on the 1st workshop in the *Now That I'm Here, What the Heck Do I Do For the Next Four Years* workshop series? Don't worry, here is your chance to attend the 2nd workshop:

"TIME MANAGEMENT & ADVISING 101"

This workshop will take place on **Thursday, November 20 from 4:45-6:15 pm in the Kagin Resource Center**. We will be joined by Ellen Guyer, Dean of Academic Programs, and Jayne Niemi, Registrar who will speak about choosing and working with an advisor. We will also focus on time management skills and techniques-- how to avoid No-Doz and cramming!

DON'T MISS THIS WORKSHOP! Attendance at

EO: I would say in talking with my peers who have recently graduated, I've been really impressed with them and what they're doing. So many students have been really fortunate in going to Mac. It's a name, people know it, and everyone is impressed that I graduated from there. It doesn't necessarily represent me as an individual, but I keep meeting people who graduated and have really wonderful jobs. We have a lot of advantages because of Mac. I know people who are doing amazing things like Teach for America and Americorps all over the country. I would say that it is scary and it might take a little while to find exactly what you want right away, but you're probably more prepared than most. Things will work out.



Counselor's Corner

"I'm graduating with good work experience and grades, but can't find a job. Everyone says that this is the worst time to be graduating in a decade. I could probably work flipping burgers, but that's not exactly the career path that interests me. Should I go to grad school? Take a year off and travel?"

Disconcerting time to graduate...

Congratulations! You have done well both academically and thinking about your next steps! Good for you. There are no guarantees, of course, getting a good job - one that is a "fit" between you and your employer takes time - it is a process. There is no reason why your destiny has to include flipping burgers!

I work in a college career center and hear how discouraged soon to be grads are about the economy and almost, a "what's the use?" attitude... I disagree. True, this is not a "boom" economy, but people are getting jobs - it's not hopeless! Networking is always an excellent way to conduct

Careers soon at:
www.spotlightoncareers.org

Lilly Pad
 (Notes from the Lilly Project)

Lilly Senior Leadership Conference
March 12-18, 2004

The Lilly Project's Senior Leadership Conference will be held March 12-18, 2004 (spring break) at [The Whidbey Institute](#), Whidbey Island, WA (near Seattle). This all-expense paid conference is available to 8 seniors with background and interest in connecting their values (religious/spiritual and other) with the work they want to do.

Application forms are available on-line at:
<http://www.macalester.edu/lillygrant/programs/senior.html>

The deadline for applications is December 5, 2003. For more information, contact Lucy Forster-Smith at forstersmith@macalester.edu.

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

Grad School Notes

Preparing for Graduate School

Some graduate schools require applicants to be interviewed. An interview offers the school the opportunity to find out how the person thinks and approaches problems. The applicant may be asked to deal with controversial issues and would do well to think about some possibilities ahead of time.

Part I is NOT a prerequisite for Part II. Please RSVP by Nov. 17 to the CDC at x6384 or cdc@macalester.edu

Featured Fellowship



Carnegie Endowment for International Peace Junior Fellows

The [Carnegie Endowment](#) each year offers 8 to 10 one-year fellowships to uniquely qualified graduating seniors and individuals who have graduated during the past academic year. They are selected from a pool of nominees from close to 300 colleges. Carnegie Junior Fellows work as research assistants to the Endowment's senior associates. The Endowment is unable to consider anyone who has started graduate studies. The Endowment's nomination deadline is January 15 of each year. Ellen Guyer, Dean of Academic Programs (x6036) oversees the Macalester institutional nomination process.

Macalester's deadline to apply is January 5, 2004. Consult the Carnegie Endowment's web page for more information on the fellowships:
http://www.carnegieendowment.org/files/about/about_Junior.asp

Featured Article

"Job Search Strategies of Recent Graduates"
(Here's the sage advice THE BLACK COLLEGIAN received from one Class of 2003 graduate who landed a job this year.)

I am currently a consultant with Global Lead Management Consulting, Cincinnati, OH. I work

your job/informational interview search. Eighty percent of jobs are found this way. Use your Alumni Network - either housed in your career center or Alumni Relations... go online - post your resume at sites related to the positions in which you are most interested.

As for graduate school, does this fit in with your goals? Do you need a graduate degree to achieve to what you aspire? Getting in to grad school is not a given - and in tougher economic times, grad schools are even more competitive...I'd talk to your faculty advisors and also, read information about different programs to see if the deadlines are still open but, more importantly, if the program is right for you.

As far as travel - please, don't try to "wait out" the economy by traveling. If you can afford to - great! Just make sure you also think of how you'll sell this to a prospective employer. What have you learned about adapting to other cultures, about global economy and flexibility. You decide what works for you. Good luck and much happiness!

(Adapted from CollegeRecruiter.com, "Ask the Experts", Marcia Merrill, the Assistant Director for Career Development and Placement Center at Loyola College in Maryland).

The Bookshelf

Adventure Careers, Second Edition, Authors Alex Hiam and Susan Angle, Career Press, Franklin Lakes, NJ 1995.

Are you unconventional? Are you adventurous? Are you wondering what kind of job you are supposed to have after you graduate? Adventure Careers can help!

This interactive book provides worksheets, directories and resources for outdoor experiences, adventure-preneurship, artistic adventures, alternative education, volunteerism, and overseas travel and living. It also provides personal

Tips for preparing:

- * Research the school, program, and your qualifications and characteristics.
- * Practice the interview with a counselor and discuss feedback/suggestions.
- * Use video equipment to record your practice interviews.
- * Practice the interview in a mirror.

Consider the following:

- * What are the questions that might be asked?
- * What is this program seeking in applicants?
- * What do you have to contribute to the program and the field?
- * How will you benefit from the program?
- * How will the program contribute to your career goals?
- * What do you want the interviewer to know about you?
- * What are some questions you would like to ask (be sure these are based on preparation)?

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.

for a small firm and we wear many hats. My primary focus is training, design and development, and general consultation.

I learned of this position through an internship. I worked with the firm for two years before being extended a full-time offer of employment. Consulting is very flexible, exposing me to many aspects of business. We work with many of our clients' legal, human resources, or diversity departments. I like the flexibility. My work is diverse.

I would like to earn a master's degree in management, organizational development, or human resources. My current position exposes me to people who hold positions I would like one day to be in.

Here are strategies I'd offer for soon-to-be college grads:

- a) Be flexible and willing to take an alternate route to land your dream job.** Don't pigeonhole yourself into one career path or industry. Take risks.
- b) Don't discount small firms because they may not be able to match the salaries of larger firms.** Small firms often allow more one-on-one attention and provide opportunities to interact with clients directly. Small firms allow for mentoring opportunities.
- c) Review the entire benefits package - money is not everything.** Many firms compensate employees with benefits other than money (i.e. 401K, tuition reimbursement, flexible work arrangements and travel opportunities).
- d) Set realistic expectations for yourself and your organization.** Some people feel as if they should graduate from college making \$50K annually when they lack the skill-set needed to make \$50K per year.
- e) Maximize networking opportunities.** You never know who is connected to whom and who may be willing to speak for you.

accounts from people who took the adventurous plunge and have made a career out of it.

I discovered that some of the resources provided in this book are outdated, but a large number of the companies referenced in this book are still in existence today and the general information regarding careers in adventure are still useful. You can always run an Internet search on a company name and get the most updated information you are looking for.

This book is definitely worth paging through for adventure-related experiences, whether it be for a job, an internship, or general travel information. You can find out where to dive with the dolphins, how to start your own dance school for children, or track wolves in the Canadian Rockies.

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

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

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[See Previous CareerStreet
Newsletters](#)**

Know the power of relationships.
f) Don't become discouraged and allow your frustration to get the best of you! Don't be your biggest enemy. Stay focused, be patient and know that with hard work and dedication you will reap rewards.

g) Be a continuous learner. Continue to develop new skills and enhance current skills during your down time. Employers desire employees who are motivated, smart, and willing to invest in themselves.

h) Be proactive. Don't expect the job to come to you; go out and market yourself!

i) Know what you want and what you are willing to compromise on. Develop negotiation skills.

j) Create a circle of mentors. You need several to provide well-rounded perspectives and additional points of view, at least one mentor inside your organization and one within your industry.

(Adapted from The BLACK COLLEGIAN, "Job Search Strategies of Recent Graduates" by Chris B. Bardwell, a contributing editor to THE BLACK COLLEGIAN and head of a human resources and consulting firm in Chicago, IL..)

November 13, 2003