



CareerStreet

A Publication of the Macalester College Career Development Center

Vol. 6 - January 30, 2004

"Obstacles are those frightful things you see when you take your eyes off your goal." - Henry Ford (1863-1947)



Hot Jobs

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

TCF Bank Minneapolis, MN Underwriter

Provide Management with an accurate and independent assessment of commercial lending customers' financial condition.

Minnesota Public Radio Los Angeles, CA Production Assistant - The New Sound Money Deadline: 2/21/04

Assist the Producer and editors in a wide range of editorial and broadcast production tasks. Must have solid writing and research skills, ability to audition and edit audiotape, familiarity with national and international news and understanding of the needs of broadcast deadlines.

Federal Reserve Bank of St. Louis St. Louis, MO

Research Analyst
Assist the division's Ph.D. economists by performing advanced econometric, computational and analytical research intended for publication in leading academic journals. Programming in statistical packages, reviewing and organizing economic and

Featured Article

THE TOP 10 THINGS THAT EMPLOYERS WANT TO SEE IN JOB CANDIDATES

by Chuck Standfuss
Director Human Resources
Macalester College

As Director of Human Resources here at Macalester, I was honored to be asked by the Career Development Center to contribute to this issue of the newsletter. Many of our readers are now beginning to get serious about searching for a real job, and others are looking for summer jobs or internships. Based on 20 years' experience in human resources, several of which were spent specifically in hiring people for a variety of employers, here are the top-ten-plus things employers want to see (ranked in no particular order):

- Does the candidate meet the stated requirements for the job?
- Can the candidate communicate?
- Can the candidate articulate his/her strengths and interests?
- Does the candidate display an interest in the job and has that interest been demonstrated by research into the job or institution?
- Is the candidate excited about the possibility of working at this company/job?
- If leadership skills are necessary in the job, has the

Macalester at Work

by Liz Bartels, '04
CDC Student Staff



Eily Marlow graduated from Macalester in '97 and is now continuing her Mac career as an Associate Chaplain.

CDC: Tell me a little about what you do here at Macalester and with the community?

EM: The position of Associate Chaplain is actually not a job that's usual for Macalester. The Chaplain, Lucy Forester Smith, is now part-time Chaplain and CO-director for the Lilly Project. They hired me to take on the responsibilities of the chapel for the three years she will be CO-directing the Lilly Project. I respond to students' religious and spiritual needs. I work with the Protestant Christian community. I lead and

financial data and more....

On-Campus Recruiting

Epic Systems

February 13 - Call for Resume

February 24 - Presentation
7 pm - Kagin Commons

Green Corps

February 12 - Presentation
7 PM - Campus Center #214

February 13 - Interview

Northwestern College of Chiropractic

February 18 - Information Table

Campus Center Lower Level

The Student Conservation Association (SCA)

February 2 - Information Table
Campus Center Lower Level

Teach for America

February 15 - Final Deadline Submit on-line

March 22-26 - Interview

Wells Fargo Bank

Credit Analyst

Full-time position

February 20 - Call for Resume

Wells Fargo Bank

Summer Internship
US Corporate Banking

February 2 - Call for Resume

TBA - Interview

Upcoming CDC Events

First Years' Program

"Now That I'm Here, What the Heck Am I Going to do for the Next Four Years? - Series #3

candidate demonstrated such skills at school, in organizations, or in other circumstances?

- Has the candidate shown respect for the interviewer and the place of work by dressing appropriately for the work environment?

- Does the candidate have a positive attitude?

- Can the candidate solve problems that may arise in the job?

- Did the candidate listen during the interview?

- Did the candidate respond appropriately during the interview?

- Did the candidate thank the interviewer for the interview?

- If a professional-level job, did the candidate send a thank you note or thank you e-mail after departing the interview?

Remember to evaluate (self feedback) every interview. Each one is a learning opportunity. Happy hunting!

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

Health Insurance

Did you have a conversation with your folks over break about health insurance? If you haven't talked about that with them, do so soon. Many students find that their health insurance coverage through their family ends with their student status.

Obviously, if you plan on full-time employment, health insurance may be a benefit offered (but don't assume that!). If you are going directly to graduate school, most universities offer some sort of student plan that you can purchase. But if you have some "free" time after graduation, you may have to find some coverage on your own. There

preach at the weekly vesper service, along with Lucy. I give pastoral care to students, give staff support to the student religious organizations and simply journey with students here at Mac. It's a wonderful job because there's a lot of freedom to connect with different departments and student groups in their advocacy projects and religious programming. For example, recently I went with students to the School of the Americas vigil and protest in Georgia. Last year we had a series called, Coming Out as a Person of Faith where we invited faculty and staff members from all different spectrums of spirituality and religious traditions to speak about their beliefs.

CDC: Why did you decide to stay involved at Mac after you graduated?

EM: I never thought I would return. I actually thought when I graduated from seminary I'd go into nonprofit management, community organizing, or social justice ministry. Then I saw the job announcement for Macalester. It is not everyday that there is a job opening within an institution whose values you share so completely, it was the kind of job that made my heart sing. I never thought I would come back. And I think for them to, it was a hard decision to hire an alum. Would an alum over identify with the student population or would they bring a needed perspective having been a student?

CDC: How have the ethics and values you took in at Mac helped you in your

MBTI & Study Abroad Experience

February 5
4:45-6:15 PM
Kagin Resource Center

MN Private Colleges Job and Internship Fair

February 6
Deadline to Register

February 11 and 12
Job Fair Prep Sessions
(attend either day) - 12:00
Noon, Kagin 003 Conference Room

February 17 and 18
Event at Minneapolis Convention Center

Web Watch

Google News

(<http://news.google.com/>)
Check-out the latest research tool developed by Google. Currently in beta form, this site allows you to search and browse 4,500 news sources updated continuously. You may also create a Google News Alert which is sent by e-mail when news articles appear online that match the topics you specify.

Some handy uses of Google News Alerts include:

- * monitoring a developing news story
- * keeping current on a organization or industry
- * learning more about potential employers or graduate schools

Beyond the Piggy Bank

The Career Development Center and Financial Aid Office have teamed up to provide you with information on managing your personal

are plans available for purchase that cover hospitalization, etc. And, depending upon the plan, you might be able to independently purchase the coverage you currently have - but most likely at a hefty price!

Don't think you can get by without health insurance. Hopefully it won't be something you will need to use. But all it takes is one major hospitalization to incur debt in the tens of thousands of dollars, setting you back financially before you even start! Information on the basics of health insurance benefits is available in the literature rack of the CDC in Kagin. But most importantly, talk to someone about it so you know what you will need to put into place when you graduate.

Junior Jump-start

Are You Going to be Interviewing for Important Summer Jobs and Internships This Spring?

Preparation and practice are critical! Keep an eye open for CDC workshops on interview preparation or schedule an appointment with CDC staff to talk about how to prepare for interviews. Employers have told us preparation provides the needed degree of polish and confidence that differentiates candidates. It's very different from on-campus employment interviews! You may have the best resume and skill set in the world, but if you can't convey that effectively to the employer, they'll never know! The sooner you start preparing, the better!

Sophomore Syllabus

vocational choices?

EM: I identified as agnostic for a large portion of my time at Mac. I really rediscovered my faith here through community service in the AIDS community and by studying the Bible and liberation theology. I also solidified my commitment to social justice and community involvement and developed my feminism. The decision to reclaim my heritage within the Presbyterian Church and minister within this context came out of the values I learned at Macalester. I love the Presbyterian church, but also was aware that it needed to make some changes to better reflect God's love. The understanding that I could be faithful to my own conscience and my tradition was developed at Mac.

CDC: What have you found is most challenging for Mac students right now in their lives?

EM: I think for those students who are religious, its' trying to live out their faith on a campus that doesn't put a lot of value on religion. On the flip side, much of this generation has not been raised with spirituality or religion. I think the parents of this generation of students thought, "we'll give our child the freedom to make a decision as they grow older what their belief system might be." That's really hard in some ways, because some students who question their purpose in life, or even the meaning of their education, have no spiritual recourse. They have no starting place and that can be a challenge

finances. We hope you find the information useful. This newsletter's topic is:

["Credit Card ABC's: Taking Control of Your Credit Privilege"](#)

Grad School Notes

PURSUING THE MBA

The decision to pursue a Master of Business Administration degree should also be well considered. The MBA can be an effective career step if you're realistic about what the degree can do and understand how it fits into your career path. If you're thinking about obtaining an MBA, carefully research your career goals and the various MBA programs you're considering to ensure that the degree will enhance your credentials as you enter the job market following graduation.

The MBA can assist a person in acquiring an array of management tools and in learning theories that will lead to effective management. It will also give a broad exposure to the business world in terms of job functions and industries. And often, if the program is chosen well, the degree will open many doors in the business world, since companies often use the MBA to screen top candidates for their best and most demanding management careers.

Undergraduate academic success and a respectable score on the Graduate Management Admission Test (GMAT) are required by most

Finding Direction With the Lilly Project and the Career Development Center

Wondering about where you are heading? Reconciling your values and interests, and identifying a life path by which you find joy and meaning isn't a simple task. Learn how you can find direction at the Sophomore Retreat. Give yourself the gift of time to explore: who you have been, what you want, and where you want to go.

Don't miss the Sophomore Retreat February 20 & 21, 2004! Reserve your spot today by registering online at <http://www.macalester.edu/cdc/sophomoreretreat2004.html> or by contacting Kay Crawford at the Lilly Project at 651-696-6052. **Reservations are due Friday, February 6, 2004.**

A deposit of \$15 will be required to hold your space. The number of participants is limited to 50 students, so register today!

Questions: Contact Andrea Dine at the CDC at dine@macalester.edu or 651-696-6191.

First Year Focus

Welcome Back!

You survived the winter break and now it's back to the books. But keep an eye on how fast the term will go, especially when you are thinking about plans for the summer. A good rule of thumb? Get all of your contacts started for summer employment by the end of February! That way, you have a better chance of setting up interviews for during spring break AND, you are more likely to have time at the beginning of the semester to do the job search! Check out the internship and job listings at

because college can be the time when we ask ourselves a lot of those big existential questions. On the other hand, it is wonderful that so many students are seeking spiritual tools. I think life in a religious community can help prepare you to be on a journey to answer some of those inevitable, big questions.

CDC: Do you do a lot of work with the Lilly Project?

EM: I work with the mentoring program mainly. I facilitate a mentoring program which matches students with members of the community to dialogue about vocation. We have mentors from all over the career spectrum. People who live lives of commitment are matched with students, so the students can bounce ideas off them and learn what they have learned from having gone through some of life's challenges. The conversations challenge students to ask, "how am I going to match my convictions with my work in the world?"

CDC: What are the best things about your job and what are the worst?

The best thing about my job is connecting with students. Definitely. I think there is a privilege in being a pastor. We get to be on the ground in student's lives. I love being able to be that supportive person and that cheerleader. I love the interfaith aspect of this job as well. Walking out of my office and be with the Muslim students praying for Ramadan or participating in Torah study with the Jewish

schools, and full-time work experience is valued also. In addition, candidates must bring certain innate talents and basic skills to business school. Leadership and communication skills, ability in logical analysis, and some management perspective are qualities that MBA admissions committees seek. Candidates should have a demonstrated record of achievement in the work force, be team-oriented while also having strong individual decision-making skills, and have excellent interpersonal skills.

When selecting programs, it can be very helpful to focus on a career area. Whether it is finance, marketing, operations, consulting, organizational behavior, or any other area, you should already have examined your career goals sufficiently to be directed to a functional area and to have in mind a few firms where you eventually hope to work. Then, research schools in terms of their academic strength in your area of interest and their placement opportunities. By obtaining the placement reports from MBA schools, and by calling target firms to identify schools where they recruit and what kind of background is most desirable to them, you will be able to choose appropriate schools as well as plan your curriculum and extracurricular activities. Be prepared to manage your time in the MBA program/classes, company presentations, and on-campus interviewing will require an inordinate amount of time; there will be little time for broad, in-depth career exploration once you are in the program.

Macalester's Grand Avenues (access from either the CDC or Internship web pages).

Featured Fellowships



Morris K. Udall Scholarships

The Morris K. Udall Scholarship Program was created to encourage current sophomores and juniors to pursue careers related to environmental policy. Macalester may nominate three students who have outstanding potential and intend to pursue careers in environmental public policy. The scholarship pays a yearly stipend to help students complete their undergraduate education.

NOTE: Macalester campus application deadline is February 16, 2004.

For details on the scholarship, consult the Udall website at: http://www.udall.gov/p_scholarship.htm. The Dean of Academic Programs, [Ellen Guyer](#), x6036, coordinates the Macalester application process. Be sure to talk with her if you are interested in applying for the scholarships.

NOTE: The Udall Foundation also sponsors a [Native American Congressional Summer Internship](#) program. **Application deadline is February 3, 2004.**

Nonprofit Sector Research Fund's Hearst Scholarship for Minority Students

students and learning all about the different commentaries on the Hebrew scriptures. That is so rich, if you were a pastor in a congregation you would never get to have that kind of richness. What I don't like about my job? That it's temporary. I'm always wondering what am I going to do next. What if I don't find something as inspiring as this? I would love to find work that is centered around relationships like this. It is also hard when you're supporting individuals, programs and organizations to know there's going to be an end.

CDC: So, where would you like to be in ten years? What would you like to be doing?

EM: I would love to be at a school like Macalester as Chaplain.



Counselor's Corner

FINDING THE RIGHT CAREER by John Mountain, Career Counselor, Career Development Center

It's that time again. Even though the temperature outside is in the single digits, spring semester has begun and before you know it, your thoughts will move to finding that ideal job. To help those thoughts become a reality, the CDC wants to jump-start your job search with a continuing series on interviewing and job search strategies. Just like studying

Ultimately, deciding to pursue the MBA degree should come from a desire to sharpen your managerial skills and gain new management tools. If you are unsure of your aptitude for business or your long-range interest in the business world, the best course of action is to work full time before deciding on the MBA. If you find business is right for you after experiencing it firsthand, you will find your credentials strengthened for the best schools as well as for MBA employment since employers prefer MBA candidates with two or three years of experience. If you find that a career in business is not what you want, you will save time and money by not further pursuing a career you would eventually leave. You will also have had a chance to test other skills, which will assist you in directing your energies along another career path.

(Article written by Jane E. Levy, courtesy of NACE.)

Eye on Exams

The 2004 Foreign Service Written Exam will be held on April 24, 2004. Registration for the exam is now open. For more information: <http://www.careers.state.gov/officer/register.html>

What is the CDC?

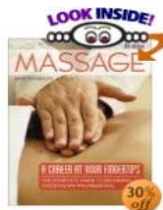
The [Career Development Center](#) is here to assist students in planning, articulating and applying their educational experience to meet their future goals. The office is located on the first floor in Kagin Commons, and offers [individual counseling sessions](#) with a career counselor, an extensive [career](#)

Applications are invited for Nonprofit Sector Research Fund's Hearst Scholarship for Minority Students. The Nonprofit Sector Research Fund (<http://nonprofitresearch.org/>), a grantmaking program of the Aspen Institute (<http://aspeninstitute.org/>) in Washington, DC, annually offers the William Randolph Hearst Endowed Scholarship to help introduce minority college students to issues in philanthropy.

The scholarship, which is based on academic excellence and need, is open to both undergraduate and graduate students who are members of minority groups. The Hearst Scholar serves as a summer intern with the Nonprofit Sector Research Fund. During his/her internship, the Hearst Scholar undertakes general research and program support for the fund's grantmaking and outreach efforts. A scholarship grant of between \$2,500 and \$5,000 will be awarded, depending on the recipient's educational level, financial need, and commitment of time.

See the NSRF Web site for complete program information and application instructions. **Application deadline is: March 15, 2004.**

The Bookshelf



"Massage: A Career at Your Fingertips 4th Edition, The Complete Guide to

for an exam, there is a correlation between the amount of time and effort spent researching companies and preparing for an interview and your chances of being selected for the position you want. Here are a few things to think about when starting your research.

- What type of work/organization are you interested in?
- Are you willing to relocate?
- What criteria will you use to determine the best fit?
 - o Location, work/life balance, starting salary, growth potential?
- Are there any current openings? What level of experience is required?

It can be overwhelming to think that you have to figure this out all on your own. Fortunately, the CDC has numerous resources to help answer some of these questions.

- Career assessments, such as the Myers-Briggs and the Strong Interest Inventory, can help better define your interest in a particular area and how your style might fit in.
- Research tools that are available on the CDC (Link) web site include:
 - o Vault-A great research tool on industries and organizations.
 - o CareerSearch-Identify potential employers that are in a particular geographic area and industry.
 - o Grand Avenues- Your link to hundreds of positions listed with Macalester.
 - o Other online resources- Link to dozens of other research resources from our CDC web site.
- Meet with a CDC career counselor to discuss

[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.)**

**Macalester College
Career Development
Center
Kagin Commons
1600 Grand Avenue
Saint Paul, MN 55105
(651) 696-6384
Fax: 651-696-6131
E-mail:
cdc@macalester.edu
www.macalester.edu/cdc**



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Friendly Version of
Newsletter**

**Did You Miss An Issue?
[See Previous
CareerStreet
Newsletters](#)**

"Becoming a Bodywork Professional" by Martin Ashley, JD, LMT, Enterprise Publishing, Carmel, NY 2003

On the whole, the book is a great introduction to the massage profession. This career manual provides comprehensive guidance in contemplating and pursuing a career in massage or bodywork. The author is a lawyer and a massage therapist, and he has created a how-to book that gives practical advice, legal information, marketing guidance and lots of strategic information. It gives the reader a head start in creating a successful practice. Also included is a reference section that has directories of equipment and product suppliers, bodywork modalities, and a state-by-state directory to massage schools.

This book gives some great insight into what to expect and on how to avoid what may be common mistakes. There is also some plain, common sense kind of stuff that you just need to hear from more than one person before you believe it. The section on ethics, sexuality and gender issues is helpful and there's even a streetwise section on how to ward off unwanted sexual advances that sometimes plague professional therapists.

The chapter on money management gives excellent advice when it comes to smart investments of time and money and there is also a great chapter on marketing on a budget, and even information about preparing your income taxes and keeping records! The section on what you need to do to set up a practice is worth its weight in gold alone!

research strategies and other resources that are available, such as:

- o Alumni contacts
- o CDC Library

Like all good research it is critical to allow enough time to do a thorough job. Start your research now to avoid a frantic push in May. Make an appointment today to speak with a career counselor and leverage all the tools and resources that are available!

**Next issue's topic :
Resume Writing**

Internship Info

2004 Ruth and Vernon Taylor Program

The 2004 Ruth and Vernon Taylor Program is now available for application. These awards provide meaningful summer experiences for students in all areas of health care. **Applications are due February 25 to Patty Byrne Pfalz in the Biology Department office.**

For more information and application guidelines and materials click on the HPAC web site at:

<http://www.macalester.edu/hpac/taylor.html>

Everything is here...from
deciding which career path to
take to marketing methods to
insurance billing. If you are an
entrepreneur with a nurturing
spirit, this is the book for you!

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

January 29, 2004