



CareerStreet

A Publication of the Macalester College Career Development Center
Vol. 13 - May 6, 2004

" You cannot help but learn more as you take the world into your hands. Take it up reverently, for it is an old piece of clay, with millions of thumbprints on it. "
- John Updike (American novelist, short story writer and poet)



[PDF Printer Version](#)

DID YOU MISS AN ISSUE?

[\(See previous issues here.\)](#)

How do you like the CDC CareerStreet Newsletter?



This is the final issue for the spring semester. We would appreciate your feedback. [Please complete this brief survey](#) in order for us to evaluate how we may further provide the information you need.

Thank you for your support.

Upcoming CDC Events



SENIORS: CAP AND GOWN PICK-UP

Thursday, May 13
 9 am - 4 pm
 Kagin Conference Room 003
 Lower Level

Hot Jobs



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

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

CONGRATULATIONS CLASS OF 2004 !

TAKING THE NEXT STEP

With graduation coming, many of you are looking for positions, considering graduate schools and preparing for professional positions. The Career Development Center will be open over the summer to assist you in these areas and more.

CDC SUMMER HOURS (Effective 5/24/04 - 8/20/04)

Monday through Thursday
8:00 AM – 5:00 PM
 The office will be closed on Fridays

If you are moving out-of-state and need assistance, feel free to send an e-mail or set up a telephone appointment. If you are looking for positions currently or are looking for professional tips, the following list of web sites may be helpful.

www.careersearch.net/macalester

User ID: macalester
 Password: career

CareerSearch allows you to search for organizations based on type of field, company size and location. You can also obtain an in-depth perspective of most major



Counselor's Corner

STAYING CONNECTED by John Mountain, Career Counselor Career Development Center

With this being the last issue of **CareerStreet** for this school year, it seemed only fitting to pull everything together for the final issue. You have done so much work getting prepared to be selected for the position you want, make sure you don't waste all that effort by forgetting what got you there. One way to ensure that you don't lose all the benefits of your hard work is to stay in touch with all the contacts you have developed.

You might think that once you have gotten your job, the need for networking is over. While the intensity might decrease, the importance of staying connected to those contacts and in fact, expanding that network, is always critical. These connections may help you in your current position, by having a network of resources to tap into when a particular question arises, or in the future when you or a colleague is looking for a new opportunity.

As mentioned in previous issues, it is crucial that you keep track of your new contact's information. It can be as simple as a handwritten piece of paper or as complex as an elaborate spreadsheet. The main point is that it is in a central location and is easy to

Analyst

**Dahlen, Berg & Co.
Minneapolis, MN
Full Time Position
Deadline: 7/9/04**

Dahlen, Berg provides energy supply management services to clients. Analysts begin in a rotational role to develop skills in Consulting, Energy Trading and Power Plant Development. After rotation period, analysts are placed in positions that complement their interests, backgrounds and expertise.

Research Analyst

**Hubbard Broadcasting, Inc.
St. Paul, MN
Job # 33-04
Full Time Position
Deadline: 5/23/04**

Coordinate all sales systems. Assist the sales and management team in creating sellable tools and pitches. Maintain a variety of reports and data tracks used by sales and other departments. Assist Research Manager with station projects and research materials.

**FOH Assistant
Manager/Administrative
Assistant**

**Brave New Workshop
Minneapolis, MN
Part Time during summer
Full Time Hourly as of
August 15th
Deadline: 5/13/04**

25 flexible hours of day time administrative work per week plus 15 hours Friday and Saturday night as assistant manager of the Minneapolis stage. Staff training, customer concerns/issues, class registration, marketing and general administration of school (330 students), manage ticket system, ushering system, concessions. Many perks!

**Planner/Analyst
Walker Parking
Consultants
Boston, MA**

metropolitan areas in the United States and gather salary information for thousands of positions.

www.experience.com

This is an excellent resource for students and young professionals beginning their careers.

Experience.com has career research information, resume posting opportunities, job listings and information about the latest workplace trends.

www.erecruiting.com

The Career Development Center is using **eRecruiting** to coordinate the job postings received by the CDC (postings received by mail or fax, however, are filed in the CDC Resource Library). **eRecruiting** enables students to easily register personal, academic and work experience information with the career center, upload resumes and cover letters, search for jobs. (This is the same as Grand Avenues on the CDC & Macalester Internship web sites. Alumni can access by entering the username and password below: Username: MacalesterAlum Password: Alumni

www.campuscareercenter.com

As a member of CCC you can apply for jobs, collect information on companies, and get job interview and resume writing tips.

<http://collegerecruiter.wantedjobs.com/wjo/search.jsp?cb=collegerecruiter>

This web site allows you to search for job postings on multiple web sites.

Congratulations on your graduation and good luck!

Junior Jump-start

update. If you get in the habit of taking the extra minute to update your contact sheet as you meet new people or a person's contact info changes, you will be amazed at how quickly your contact sheet will grow with contact names and resources.

Now that you have updated your contact list, try to do your best to keep in touch with them in the future. Just like it would be foolish to do hours and hours of research for a paper and then never write it, the same thing applies with doing all the work to cultivate these great connections and then just let them be forgotten over time.

As you progress in your career, another way to further develop your network is by joining industry/occupation specific associations. This a fantastic way of communicating with people working in similar fields, expanding your current network, and keeping up to date on industry trends and events.

Just like networking doesn't end once you leave Macalester, the same thing can be said for using the resources of the CDC. Our resources are available to all Mac alums, not just current students. For graduating seniors, feel free to contact us anytime. To give you an idea of the range of alumni the CDC meets with, in my first four months at Macalester, I have worked with alumni ranging from December '03 graduates to an alum who graduated fifty years ago! These alumni might differ in age, but their core intent is very similar. They are looking to explore what options are out there and what tools can help them get there. The CDC can help you get where you want to go, not only now, but in the future.

The Bookshelf



"The Twin Cities Green Guide"

Full Time Position

Deadline: 5/15/04

The Planner/Analyst is an autonomous specialist responsible for marketing, selling, executing and managing parking and transportation studies. Basic understanding and/or prior instruction in: supply/demand economics, basic bookkeeping, technical writing, statistical methods, budget preparation and analysis, and psychology.

Beyond the Piggy Bank



The Career Development Center and Financial Aid Office have teamed up to provide you with information on managing your personal finances. We hope you find the information useful. This newsletter's topic is:

"Money Matters for College Students"

Featured Fellowships



American Indian Science and Engineering Society (AISES): A.T. Anderson Memorial Scholarship

PURPOSE:

Annual award to assist talented students in meeting the financial demands of attending college or graduate school.

FIELD OF STUDY:

Engineering, science, mathematics, physical science, medicine, or natural resources.

ELIGIBILITY:

TIPS FOR CONTACTING MACALESTER ALUMNI

When you are exploring occupations or conducting a job search, Macalester College alumni can be helpful to you in your search for information. The following suggestions will enable you to make your contact a valuable and enjoyable experience for you and the alumni with whom you speak.

Some Reasons to Contact Alumni

- * You are a student exploring different occupations and would like to talk with people who have positions in your areas of interest.
- * You have decided what type of work you want to do, but need to talk about different workplaces in which these people are employed.
- * You are considering graduate or professional school and would like to talk with someone who is a graduate or a current student at a particular school.
- * You are conducting a job search and need to get advice from someone working in your chosen field.
- * You will be working in another part of the country or world and want the perspective of someone working or living there.

How to Find the Appropriate Individuals

Resources are available in the Career Development Center, which were developed to help you locate appropriate alumni to contact for information.

The Alumni Resource Network contains data about alumni who have agreed to be contacted by students and other alumni seeking career and education information. The surveys provide information about current

—Created by the Community for the Community, Published by The Twin Cities Green Guide Non-Profit Organization, Minneapolis, MN 2001.

What a fun and exciting book to check out for all of you green-friendly Mac folks! Now this is truly a book worth paging through for ideas ranging from alternative medicine to tips on composting and fixing your own bike!

This easy to follow guide book tells you what lifestyle changes can be made to step lighter on our beautiful state of Minnesota. The guide is set up by topics of food, goods and services, house and home, gardening, do-it-yourself, energy, health, family, community, arts, transportation, recreation, environment, business, citizen action, media, and education.

The guide contains educational articles written by Minnesotans on over 200 topics, resources for books and web sites, and local organizations to contact (Here are some possible ways to begin networking and job searching!!) The guide also ranks businesses and organizations as "green," "greener," and "greenest."

What a way to enhance your job searching this spring! You can begin job searching, figure out where to eat tonight, learn about puppetry, and learn to make wine...all in one resource. This book is not only available to review through the CDC, but can also be accessed via the web at www.thegreenguide.org so you can use it even when we are closed!

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

Featured Article

PASS THE TELEPHONE SCREEN

Not all interviews are face to face. If

Must be at least 1/4 American Indian/Alaskan Native or recognized as a member by tribe. Must be a full-time graduate student taking at least 9 hours per semester and have a cumulative GPA of 2.0 or higher. Must be AISES member. [See web site for full details.](#)

AWARD:

\$2,000 per academic year

DEADLINE:

June 15

APPLICATION:

www.aises.org - American Indian Science & Engineering Society / Scholarship Coordinator / P.O. Box 9828 / Albuquerque, NM 87119-9828. Phone: (505) 765-1052. E-mail: info@aises.org

Web Watch



The CareerOneStop web site (www.careeronestop.org) has national and state-specific information for all types of career explorers. From the main- page, web site content is broken down by specific audience, including job seekers and students.

If you're looking specifically for career information, use the tab at the top to visit Career InfoNet (www.acinet.org). This site has access to national and state-specific wages and employment trends, occupational requirements, labor market conditions, employer contacts, and an extensive career resource library. There are many features on Career InfoNet that are similar to the Minnesota-specific ISEEK web site

positions and employers, education, and how the people want to be contacted.

Appropriate Use of Alumni Information

The Alumni Resource Network is intended for use by Macalester students, alumni and friends as a source for information related to career and graduate school only. It is not appropriate to use this list for any other purposes or to distribute contact names from this list to persons outside the Macalester community.

Guidelines for Contacting Alumni

- * Know why you are contacting this person (for information and a personal perspective on an occupation or for suggestions about conducting a job search in the field, but not to ask the person for a job).
- * Prepare a list of questions ahead of time so that you can make the best use of your time with an individual.
- * Make an appointment or arrange a telephone conversation. Identify yourself as a Macalester student and be clear about the purpose of your request for information. You could request 20-30 minutes for an information interview.
- * Prepare a brief introduction of yourself for the interview so that the individual can be more helpful to you.
- * The Career Development Center has a handout entitled, "[*Information Interview Guidelines*](#)" which is useful to those exploring different fields. You will find resources on networking and information interviews on the CDC web site and in the CDC Resource Library. Counselors are available to discuss career planning and job search concerns.
- * Asking for referrals to other people

you're conducting a long-distance career search or need to talk to a manager who's not in town, you may undergo a phone interview. By conducting preliminary phone interviews, employers save money and shorten the hiring cycle. An HR professional may call a candidate with a stellar resume to get more information to pass along to the hiring manager; or the hiring manager herself will call to ask a few key questions about a candidate's education, skills, experience, and career objectives. This will help her determine whether it's worth bringing someone in for an interview.

Because you don't know who will be calling, or when, it helps to be prepared. Keep a list of every company you've applied to (along with contact names), and copy of your resume near the phone. Be ready to talk about why you want to work at the companies you've applied to. You might also consider creating a list of questions about the companies and positions your applying for--if you ask a few questions (but don't go overboard) during the call, you'll appear interested and enthusiastic about the job. Here are some more tips to help you make the cut:

1. It's important that you listen carefully, so try to take the call in a quiet room, away from distractions. If the interviewer calls at a bad time, ask if you can return their call in five or 10 minutes.
2. Speak clearly. Ask a friend to help you practice interviewing. Keep your answers brief, and try to sound confident and relaxed. Believe it or not, if you smile when you speak, you'll sound more upbeat.
3. Be honest. If you don't know the answer to a question, or don't have a specific skill, admit it. If the skill is crucial to the job, you're better off having told the truth than walking into a job you can't do. If you tell the truth, but you're otherwise qualified, the company might pay to train you.

(www.iseek.org), but on a national level.

And if you are searching for national job openings, use the tab at the top to visit America's Job Bank (www.ajb.org). The site lists thousands of national job openings and allows job seekers to post a resume that can be searched by employers.

Many other states have products similar to the MnCareers publication and web site. Like Minnesota, these products are usually produced or supported by the state labor market information department. The Labor Market Information Training Institute lists all of the state labor market information web sites on their site (www.lmi-net.org/StateLMI) for your reference. Use their links to track down the labor market information or career resources you need by state.

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;

that your contact person believes could be helpful to you allows expansion of your network.

* Be sure to send a note thanking the person with whom you spoke.

While you may not be able to provide information to the person who helped you, you can pass on the favor by being a resource person in the future for Macalester students and alumni interested in your work or education.

Sophomore Syllabus

MAKE THE MOST OF YOUR SUMMER JOB!

Tips about Becoming Successful in Your Summer Job

- * Identify the decision-makers and approach one as a possible mentor.
- * Learn the organization's culture.
- * Learn about your position by reviewing previous employee's memos, files, etc.
- * Meet your colleagues and remember that your support/administrative staff are crucial members of your team.
- * If you don't know, ask.
- * Thank people for their assistance.
- * Keep up with current news, especially that which effects your organization.
- * As you become acclimated to your position, seek new and diverse responsibilities.
- * Do more than the minimum, and let your supervisor know that you aspire to move up in the organization.
- * Refrain from gossip; you could hurt yourself and others.
- * Communicate, communicate, communicate.
- * Keep your sense of humor.

First Year Focus

TRANSITIONING TO LIFE AT HOME AGAIN

As you transition to life at home after your first year at Macalester, remember that home may have

4. Practice giving a brief overview of your work history, but be prepared to describe everything included in your resume. Your interviewer may ask you to elaborate on specific projects or responsibilities.

5. Do ask questions, but don't go overboard. If you make the cut, you'll have ample time to find out what you need to know. It's acceptable to ask about things like company history, start date, and office location, but avoid topics like salary, benefits, or problems with your current employer.

6. If the interviewer mentions something about the job or the company that sparks your interest, say so.

7. If you have already accepted another job, tell the interviewer immediately-- and do so courteously. You never know if you'll need that person in the future.

8. At the end of the conversation remember to thank the interviewer for her time, and address her by name. (If you're bad with names, write it down so you don't forget.)

9. Once the call is over, jot down notes on what you discussed, in case they call you back for an interview.

10. Send a thank you note!

Remember, the phone screening won't get you the job--it's just meant to get you in the door. Remain calm and cheerful, practice a succinct summary of your qualifications, and an office visit will be forthcoming.

(Source: Vault Job Search Survival Center)

Grad School Notes

FINANCIAL QUANDRIES

Now is the time that students find out not only whether they have been accepted to graduate school, but also their financial aid package. If you

books on etiquette, [interviewing](#), [grad school](#) and the [job search process](#); and an extensive [alumni directory](#), sorted by career.



SUMMER HOURS
Effective 5/24/04-8/20/04

Hours: 8 a.m. - 5 p.m.
Monday - Thursday
Office closed on Fridays

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

Macalester College
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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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changed as much as you have. You may have had experiences which are truly self-defining and you have had the chance to develop your individuality and independence. For the past year you have been making your own decisions regarding every aspect of your life: when to eat, study, socialize and sleep.

To make your transition to home easier, remember the following:

1. Communicate with your parents and family.
2. Be considerate (it goes a long way).
3. Remember that change is good. Let your parents know about tattoos, piercing and hair color before you get home. Do not go for shock value!
4. Younger siblings and pets may respond to you differently (they don't understand why you left).

These are but a few suggestions to ease the way home...

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need assistance as you pursue job opportunities outside of your new campus, know that the Career Development Center staff is here to help you throughout the year. Please do not hesitate to contact us for assistance on job search, resume and cover letter writing, interviewing, etc.

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May 6, 2004