



# CareerStreet

A Publication of the Macalester College Career Development Center

Vol. II - Issue 1 - September 27, 2004

*"You must be the change you wish to see in the world."*  
- Mohandas K. Gandhi



## Hot Jobs

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

**Regional Coordination Assistant  
University of Minnesota  
Regional Sustainable  
Development  
St. Paul, MN**

**Deadline: 9/30/04  
Full Time (Half time during  
academic year, full time during  
intercession and summer)**

Assist with coordination and implementation of the Clean Energy Resource Teams project in five regions of the state. Working knowledge of and interest in community-based organizations. Knowledge of and interest in energy issues, renewable energy, and energy efficiency options and strategies.

**Administrative Assistant  
The Green Institute  
Minneapolis, MN  
Part Time**

**Deadline: 10/1/04**  
Green Institute is an environmentally-oriented community development organization in the Phillips neighborhood whose mission is to promote environmental stewardship and create economic opportunities through sustainable community development. With administrative tasks, portions of support will be in fundraising, Board support, event planning, tracking and reporting.

**Program Instructor  
Close Up Foundation**

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

Seniors - Have you listened to your voice mail message lately? Is it still a snippet of Smashing Pumpkins music, followed by an irreverent vocal statement? Have you thought about your non-Macalester email address (Hotmail, etc) - is it still the one that seemed so funny that night you set it up in 9th grade? Before you start calling and emailing employers and grad schools, you might think about a "communications makeover". Make sure your voice mail is clear, succinct and definitely not profane. The email address that you use for this purpose should also be straightforward and include, if possible, your name. You want to convey a professional image to potential employers, grad schools, network connections!

## Junior Jump-start

Juniors - You are now officially more than halfway through your undergraduate experience! For those of you that are thinking graduate school might be an option after Macalester, consider attending one of the GRE/Grad school series of workshops sponsored by the CDC and MAX Center during the next two months. Check out dates and times in this newsletter (see "Grad School Notes"), the CDC web page, or the MAX Center flyer. These workshops

## Macalester at Work by Anna Klappe, '05 CDC Student Staff



### Nadja Hogg Community Service Office

Nadja Hogg is the new Community Partnership Coordinator at the Community Service Office. The CDC spoke with her about first-day jitters, soul-searching, and tough job interview questions.

### CDC: Where are you from?

**NH:** Originally, I am from Michigan, near the Flint area.

### CDC: Flint, as in where Michael Moore is from?

**NH:** Yes, Flint as in "Michael Moore town". So I have an interesting, blue-collar new-immigrant family history.

### CDC: What do you do here at Macalester College?

**Alexandria, VA**

**Full Time -**

**Start date: January**

**Deadline: 10/10/04**

Close Up is a nonpartisan foundation that educates students about government & politics. It teaches citizenship with active experiential learning and critical thinking. The students are middle or high school groups.

**Access Television Assistant**

**Saint Paul Neighborhood**

**Network**

**St. Paul, MN**

**Part Time - 20-25 hours/week**

**Deadline: 10/10/04**

SPNN, community access television, assistants work with members of the public as they produce non-commercial television for viewers in St. Paul. Build media production skills, help other people and learn about the community.

**On-Campus Recruiting**



To access a list of the most current on-campus employer presentations, information tables, resume deadlines and interview dates go to:

<http://www.macalester.edu/cdc/recruitcurrent.pdf>

**Upcoming CDC Events**

**Resume Writing**

**Sep. 28**

12-1 pm

Campus Center 205

**Applying to Graduate School**

**Sep. 30**

12-1 pm

Carnegie 06

**Interviewing Skills**

**Oct. 6**

12-1 pm

can provide an introduction to the process of exploring and applying to grad school and thinking about how to prepare for the oh-so-fun GRE! (Note -for juniors that are currently on study-abroad, portions of this series will be offered again in the spring).

**Featured Article**

**HOW TO RESEARCH A COMPANY/OPPORTUNITY**

"Be prepared," an old standby in the annals of conventional wisdom, reads as "research the company" when applied to the employment interview process. Here are some tips on how to make a better career decision by investigating your situation before, during, and after your interview.

***Before: Look Around, Ask Around***

Start with the obvious sources. The company's website should describe its history, mission, execs, partners and employment opportunities. If the position you are pursuing is posted you have a checklist to gauge your interest and qualifications. If there is no website or if the position is not listed, ask the company for a hard copy corporate overview and job description.

For more information, explore the major portals/search engines for articles and press. Check out PR Newswire ([www.prnewswire.com](http://www.prnewswire.com)) for recent announcements. Go to Hoover's Online ([www.hoovers.com](http://www.hoovers.com)) for a company profile and list of competitors or to industry trades like The Red Herring ([www.redherring.com](http://www.redherring.com)) and The Industry Standard ([www.thestandard.com](http://www.thestandard.com)) for profiles plus additional coverage.

**NH:** My official title is the Community Partnership Coordinator, and I work here at the Community Service Office. I am still learning my job, but the goal of my job is to connect with community partners, non-profit organizations, and schools, and to develop new relationships with community partners, and be a real liaison between the college and the community. We want to make sure that Macalester is a good steward to the community, and also that the community can really benefit from the students here.

**CDC: Where did you go to college?**

**NH:** I did my undergraduate work in English and Music at the University of Michigan. My original goal was to teach, but I decided after having worked in a school that maybe it was not exactly what I wanted. I wanted to work with youth, and community, and families in a different way, so I took a year off and did some soul-searching. Then I decided to go back to graduate school, so I came here to Minnesota and did my Master's Degree in Social Work and Public Policy.

**CDC: How would you advise students to do that kind of "soul-searching"?**

**NH:** I think that being able to take some time after your graduate, before you jump into a graduate program, is really helpful. I got a position at the University of Michigan Community Service Office, and I was really lucky because the people I worked with there were interested in giving me a chance to explore what I really wanted to do. I was a program assistant, and that gave me a chance to try many different things. So I decided that social and non-profit work was more what I wanted to do. I did many things that year. I volunteered. I used my

Campus Center 205

**Financing Graduate School**

**Oct. 19**

12-1 pm

Carnegie 06

**Day of Medicine**

**Nov. 13**

8 am-3pm

Kagin Commons

Alexander G. Hill Ballroom

**MPC Job Fair Orientation**

**Nov. 15**

12-1 pm

Kagin Conference Room 003

**MPC Job Fair Orientation**

**Nov. 16**

12-1 pm

Kagin Conference Room 003

**Web Watch**



[Vault.com](http://www.vault.com) is getting rave reviews from Macalester students. Over 60 on-line industry and employer guides, occupational profiles of 53 career paths, company profiles of over 2500+ employers, message boards, over 1100 articles on career topics, general career guides - and more can be found on this site.

The information is timely and written with an eye to a college audience. Almost all articles can be downloaded in PDF for printing. While its strength is probably in the consulting, investment banking and related areas, there is very useful information provided on other areas, including publishing, biotech, media and entertainment, law, advertising, fashion, etc.

**You can access this resource from the CDC home page:** <http://www.mcalester.edu/cdc/>, **but you will need the password "lacnewliston" to enter the site.**

This is a resource purchased for

Search for annual reports and other government filings ([www.sec.gov](http://www.sec.gov) or [www.edgar-online.com](http://www.edgar-online.com)).

Post your inquiries on [Vault.com](http://Vault.com) (see "Web Watch" for password) and other career information sites, but don't stop there. Reply directly to anyone offering worthwhile advice and try to initiate a dialogue. Just be certain you pick a credible site and take everything said with a grain of salt. Message board anonymity can foster more candid responses, but it can also impinge on people's credibility.

***During: Ask the Tough(er) Questions***

Now you can dig-in to the company face-to-face, but you should do several things in advance of your meetings. Make an organizational chart to track the company's key personnel and visualize where you would fit in the hierarchy. Get the interviewer list and suggest they add anyone whom seems crucial to your decision and success (e.g. a peer, your prospective boss's boss or the founders). Ask about the dress-code and err on the side of conservatism.

Upon arrival, focus your questions on the major points of consideration:

- **The Company** - is this the place for you?
- **Vision** - What are the plans and goals?
- **Staff** - Where are they from? Why did they join? How long have they been on board? Why do people leave? Where do they go to?
- **Turnover** - Get real numbers and calculate; Don't settle for "low" or "below average."
- **Competition** - Who are today's top rivals? Tomorrows?
- **The Position** - Is this the job

connections, and talked to my mentors. My mentors were great, and they talked with me about what really mattered to me, and how to build my career around that.

**CDC: How did you prepare for the first day at this job?**

**NH:** I got a good night sleep. I came in really excited, but also a little bit nervous, because I was jumping right into all the events such as "Into the Streets" and "Taste of Service" which the office, and I, was responsible for. I was onboard right away. I came with an open mind, and a lot of energy.

**CDC: What was the toughest interview question you were asked when interviewing for this position?**

**NH:** There were some questions about my philosophy regarding community service and service learning. Thankfully, I had thought about those things and could give a thoughtful answer, but those were some of the tougher questions I was asked. I think the toughest interview question I have ever been asked though was one time when they put my resume aside and said "we know what is on your resume, but I want to know, who are you?" It was different from the normal "tell me about yourself-question", because it was so open-ended. It was at the end of the interview and I already felt I had said everything. I kind of fumbled through that one. I spent a long time thinking about that question afterwards, how I should have answered it. I should have been able to articulate that well, but it was a lot harder than I thought, especially when put on the spot.

**CDC: What was your very first job?**

**NH:** I worked in a mall, in a women's clothing store. I was sixteen, and I really wanted to work

Macalester students by the CDC - let us know what you think about it!

## Grad School Notes

The CDC and MAX Center present a Fall 2004 Special Workshop Series:  
**Grad School, Here I Come!**

### Applying to Grad School

Thursday, September 30  
 12-1 pm - Carnegie 06

### GRE - Overall Strategies

Tuesday, October 5  
 7-8:30 pm - Old Main 001

### GRE - Writing

Thursday, October 7  
 7-8:30 pm - Old Main 001

### Financing Grad School

Tuesday, October 19  
 12-1 pm - Carnegie 06

### GRE - Math

Tuesday, October 19  
 7-8:30 pm - Old Main 001

### Writing the Personal Statement

Thursday, October 21  
 4:30-6 pm  
 Kagin Commons 119

Be sure to check out the diverse GRE and graduate school resources in the Kagin Resource Library and GRE Prep Software in the MAX Center.



## 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:

**["Creating a Budget: Keeping Track to Stay on Track"](#)**

for you?

- **Reason** - Why is this position open? (replacement? expansion?)

- **Role & Responsibilities** -

Don't treat the posting as gospel; make sure the expectations are clear and agreeable.

- **Resources** - What do you need to be successful and how much of that is available?

- **Advancement** - If you do your job well, what comes next?

- **The Supervisor** - Can you can work for him/her on a daily basis?

- **Management Style/Philosophy** - This is hard to articulate but worth asking

- **Perspective** - Do you share a common outlook on your role and the industry?

- **Background** - Where did s/he come from and what can s/he teach you?

- **Plans** - What doe s/he want from his/her job and the company?

Every question won't be answered exactly as you would like (unless they are selling you a bill of goods, in which case, run), but hopefully you will get a sense of the environment.

### After: Follow Through on Your Swing

If the interviews went well, and you think this could be your new home, reference check the company. Your prospective employer will do it to you, and with good reason, so check them out. Many companies will be uncomfortable with this so don't ask for references; just keep track of the names and backgrounds of key personnel, and you should come up with a few people whom you can ask a few questions. Go back to the job-boards, and see if your post-interview insight helps you elicit more information.

in that store because it was my favorite clothing store. I worked there all through high school and the first two years of college.

### CDC: What is your favorite place to go in the Twin Cities?

**NH:** You'll probably laugh, but right now when the weather is nice, I really like to go to the Minnehaha Dog Park. I have a new dog, a puppy, and they have a nice sandy beach there for the dogs. It's really peaceful. Everyone is really friendly too, because dog owners have this natural camaraderie. I bring a backpack and a bottle of water, and just go there and chat with whoever is there, and play ball with the dogs.

### CDC: What kind of dog do you have?

**NH:** It is a Beagle/Collie/Spaniel. I got her from the Humane Society, and her name is Hanna. She is actually training to be a therapy dog. My goal is for her to work with people who have mental health problems. She is a cuddler by nature. Hopefully we will volunteer at a hospital a couple of hours a week.

### CDC: If you won the lottery tomorrow, what job, if any, would you pursue?

**NH:** That's a good question. And I have thought about this. I would probably start my own foundation, and possibly my own non-profit that would be dedicated to furthering youth policy and programs for adolescence. That would be my dream job.

### CDC: What kind of work would the foundation do for the teens?

**NH:** I think there is a problem right now; there is a gap between teens and adults. A lot of adults are scared of teens. They do not

## Featured Fellowships

**FULBRIGHT GRANTS** enable students to combine study with an independent research project in a particular foreign country following graduation. Knowledge of the host country's language is usually required. Open to seniors and recent graduates who are not enrolled in graduate school. **Campus application deadline: Wednesday, September 29, 2004.**

**WATSON FELLOWSHIPS** enable students to spend a year abroad engaged in an independent study project immediately following their graduation from Macalester. Macalester may nominate four seniors, who then have an interview with a Watson Foundation representative. This competition is open to non-U.S. citizens. **Campus application deadline: Monday, October 4, 2004.**

Please make an appointment to see Ellen Guyer, Dean of Academic Programs, (651) 696-6036, [guyer@macalester.edu](mailto:guyer@macalester.edu) for further information about these scholarships and the application process.

For a complete list of all scholarship opportunities go to: <http://www.macalester.edu/academicprograms/scholar.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 resource library](#), [job/internship listings](#) and

Finally, use the same process as before to check out their VC's. In these days of limitless venture funding, be sure to consider where the money is coming from, since many of the opinions and opportunities will come from the same sources.

(Source: David Troll, Vault.com)

## Eye on Exams

### ENTRANCE EXAMS FOR GRADUATE SCHOOL

One of the requirements for graduate school is passing the entrance exam. Unlike undergraduate school, where good scores on the American College Test (ACT) or the Scholastic Aptitude Test (SAT) sufficed regardless of your chosen major, graduate school requires high scores on a test that concentrates on your area of study. Depending on what you want to study, you will have to take one of these tests. The CDC has a supply of test bulletins containing dates and testing center locations, announcements and supplemental resources for all of these examinations. Visit the websites listed below for further information.

### Graduate Record Examination (GRE)

The GRE is required by schools offering master's degrees and Ph.Ds. Paper-based testing as well as computer-based testing are available. Scores are kept on file for five years.

The GRE is divided into General and Subject tests. General GRE testing measures general skills with separate scores given for verbal, quantitative and analytical abilities. Subject Tests measure knowledge in particular fields of study biology, chemistry, engineering, English and psychology, for example.

understand their culture very well. Many of the teens are alone, because their parents work, and there is a need for a place for them to go, a place with mentors and a place for self-discovery. If I won the lottery, I would probably take a big vacation as well.

### **CDC: What would be your dream destination?**

**NH:** I have always wanted to go to Australia. I hoped to study abroad there when I was in school, but it did not work out. So I would really love to go there now.

### **CDC: Thank you very much, and welcome to Macalester College!**



## Counselor's Corner

### **EXPLORE THE POSSIBILITIES by John Mountain Assistant Director, Employer Relationships, CDC**

Now that the semester has begun, many of you are hearing a little voice inside your head whispering or yelling, as the case may be, "What do I want to do with my life?" The CDC can help with those questions. Many times it leads to more questions, but that's OK.

The "what's next" types of questions are probably the most common that the CDC encounters. Our office has a wide variety of tools that are available to help you explore those possibilities and to get to where you want to go. Some of the tools are:

- Myers-Briggs assessments
- Strong Interest Inventory
- Discover** – a new tool that takes into account not only your interests and abilities, but your values as well
- Networking assistance

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](mailto:cdc@macalester.edu)  
[www.macalester.edu/cdc](http://www.macalester.edu/cdc)**



**PDF Printer Friendly  
Version of Newsletter**

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

Some schools request both the General and Subject Area Tests. Test preparation books are available through the Graduate Record Examinations Board and the Educational Testing Service on general and subject content tests.

There are a number of GRE forums and preparatory workshops available.

**[Graduate Management Admission Test \(GMAT\)](#)**

This test is for entrance into graduate schools of management. The GMAT measures general verbal, mathematical and analytical writings skills. It does not presuppose any specific knowledge of business or of other specific content areas.

As with the GRE, there are numerous study guides and preparatory classes available. The Official Guide to GMAT Review offers test preparation for the GMATs. GMAT POWERPREP software is also available, and test review courses are offered. Online resources include Access MBA Explorer, providing online GMAT and MBA planning information, online GMAT registration, test preparation book and school search database.

**[Law School Admission Test \(LSAT\)](#)**

The LSAT is designed to measure skills that are considered essential for success in law school: reading and comprehension, critical thinking and reasoning skills. Sections include a reading comprehension section, one analytical reasoning section and two logical reasoning sections. Law schools use the results of the LSATs as one of several factors in assessing applicants' preparation for law school study. The Law School

Resume writing help  
Interview tips  
Grad school prep  
Job/internship search  
Alumni contacts

No matter if you are a first-year or a senior, our office can help you find the resources to make those difficult "what's next" questions a little easier. Whatever your next step is, either deciding on a major, finding a job/internship, grad school or another option altogether, the CDC can help in making that next step a smooth transition from where you are today.

Make sure to keep an eye on the CDC website to keep up to date on exciting resources and workshops that are coming up. Feel free to set up an appointment today with a career counselor by calling 651-696-6384 or just stop by during drop in hours everyday from 2-4 p.m.

**The Bookshelf**

***Game Plan for Getting Into Medical School*  
Author Cathy S. Jewell,  
Peterson's,  
Lawrenceville,  
NJ, 2000.**



The U.S. medical school system and the health-care system in general have changed dramatically in recent decades, but for those committed to the practice of medicine and the service of others, the medical professions remain a valid and rewarding option.

***Game Plan for Getting Into Medical School*** is a resource for those who are interested in the medical field, considering a medical career, or planning to apply to medical school. This book includes information about the

Data Assembly Service administers the test and releases the scores to schools about a month after test dates. Scores are kept on file for nine years.

**Medical College Admission Test (MCAT)**

The MCAT assesses mastery of basic concepts in biology, chemistry (general and organic) and physics, along with scientific problem solving, critical thinking and writing skills. Candidates are encouraged to take the MCAT about 18 months before they plan to enter medical school. Preparing for the MCAT videocassettes as well as MCAT practice tests are available through the Association of American Medical Colleges.

admission process, application strategies, how to prepare for the MCAT, costs - from tuition to housing, and financing options. Peterson's new guide to getting a medical school education delivers the information future doctors need.

(This book can be found in the Kagin Resource Center, Medical School and Health Professions Section of the resource library.)

October 13, 2004