



CareerStreet

A Publication of the Career Development Center
 Macalester College
Vol. II - Issue 3 - November 1, 2004

*"Your imagination is your preview of life's coming attractions."
 - Einstein*



Hot Jobs

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

Full time, one-year, paid internship

**Bureau of Oceans and International Environmental and Scientific Affairs (OES)
 U. S. Department of State
 Washington, DC**

**Deadline: 12/1/04
 (Appointment begins June 2005)**

Work directly with the Senior Policy Advisor for Congressional Relations. The internship offers great insight into the executive and legislative processes through which the Department furthers its foreign policy objectives in the areas of oceans, environment and science.

**Wellstone Fellowship Families USA
 Washington, DC
 Deadline 12/29/04**

Year-long, full-time, salaried position. (Next term begins August 2005)

Fellow will be engaged in health care advocacy work in Families USA's office learning about Medicare, Medicaid, efforts to achieve universal coverage, and other important health policy issues. Through this Fellowship, Families USA hopes to expand the pool of talented social justice advocates from

The Bookshelf



COLLEGE CAREER BIBLE 2005
 Edition by Vault, Inc. ,
 New York, NY, August 2004.

For jobseekers beginning to enter into the world of work, Vault brings the *College Career Bible*, a one-volume resource to major career topics and career paths. This new Vault guide covers the basics of the job search, including resumes, interviewing, networking and diversity, as well as insider information about careers in more than 25 industries, from accounting and advertising to tech consulting and telecom.

This book covers more than 25 hot industries, contains essential information on resumes, cover letters and interviews, and includes sections on special corporate diversity and graduate degree programs.

[- Download an extended PDF excerpt and table of contents](#)
[- Read an excerpt online](#)

(This book can be found in the Kagin Resource Center, Job Search and Business Sections of the resource library.)

ATTENTION: PRE-MEDICAL STUDENTS! PLAN TO ATTEND THE SEVENTH ANNUAL...

Macalester at Work

by Anna Klappe, '05
 CDC Student Staff



Jim Radde is the new Associate Catholic Chaplain at Macalester College.

The Career Development Center met with Jim to learn that a successful career path not always constitutes a straight path, but can include anything from archeology, beekeeping, conflict management, to chaplaincy. That may be a refreshing revelation for students suffering from anxiety over choosing a major, finding an interesting internship, or landing that wonderful job after graduation.

CDC: Did you always want to be a Chaplain?

JR: No, it came up over time. As an undergrad at Notre Dame I thought about becoming a priest, specifically a Jesuit priest. At the same time I entered an officer-training program with the Marine Corps. My letter of acceptance from the Society of Jesus

underrepresented racial and ethnic minority groups.

Apprenticeships with Non-Profits Careership

St. Paul, MN

Deadline: 11/15/04

(Start date – January 2005)

Part-time (12 month work and training)

Program is designed to train new leaders, particularly people of color, for professional positions in the community development field. The Careership is a partnership of Twin Cities Local Initiatives Support Corporation (LISC) and Metropolitan State University's Center for Community Based Learning.

Community Outreach Coordinator

**Epilepsy Foundation of MN
St. Paul, MN**

Deadline: 11/22/04

Full time temporary (reviewed for permanent full time position in April 2005)

Teach seizure first aid; build relationships and programs for individuals and family members affected by epilepsy and seizures. Develop strong community connections, especially in health care area.

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



DAY OF MEDICINE
Medicine is a Collaborative Profession

Saturday, November 6, 2004

8:45am-3pm

**Alexander G. Hill Ballroom
Kagin Commons**

Sponsored by the pre-health professions advisors of Macalester College and the University of St. Thomas.

This program will be of interest to all pre-medical students, including those who are convinced of their career goals and those who are still uncertain. It will add new information and perspectives, so that even those who have attended a previous program in this series will find it worthwhile. The theme for this conference is "Medicine is a collaborative profession. We can't do it alone." There will be three panels and a break-out box lunch question and answer session with the panelists.

- Collaboration among physicians: Representing different specialties of medicine, three physicians will collaborate, analyze and discuss a case in depth, as they demonstrate how they work together to establish a diagnosis and plan of treatment. They will also describe their career journeys.

- Collaboration among physicians, nurses, social workers and clergy: A physician, a nurse, a social worker, and a hospital chaplain will explore ways they collaborate and involve the patient and the family. The process of interviewing a patient will be demonstrated.

- Collaboration between student and advisor, and between advisors

arrived, air mail-special delivery two hours before I was scheduled to sign for my commission. Had I accepted the commission I would have fought in Viet Nam.

During my years of Jesuit training I taught high school and ran an adult education program in inner city St. Louis. After my ordination I had the opportunity to work as a campus minister (i.e. chaplain) at Fontbonne University. At the same time I trained to be a health care chaplain. I became a hospital chaplain, ran a chaplaincy department and trained other chaplains. It all evolved. I didn't plan it.

CDC: What did you want to be when you were little?

JR: I wanted to be an archeologist. I read all the *National Geographics*, and my family had all the issues from 1903 onwards. I particularly loved reading the issue about the discovery of King Tut's Tomb, which was very fascinating to me. There was a vacant lot across from our house, and I had my first "dig" there, where I found an old box of rusty shotgun shells. That was the extent of my finds, and that was also the end of my career as an archeologist.

Then, after seeing the movie *Beau Geste*, I wanted to be in the French Foreign Legion, or a hunter. My first real job, however, was as a beekeeper. That was in eighth grade. I worked in a honey house for one summer, extracting honey. I got stung eight times, and the doctor's bill was \$8. That was the end of my beekeeping career.

CDC: What has been your driving force, in your career development?

JR: My undergraduate degree was in history, but I was just interested in history and had to choose a major. I suppose if there is continuity in my career pattern, I would guess it derives from seeing people coming to my house for food when I was little. They

Day of Medicine

Nov. 6

8:45 am-3pm

Kagin Commons

Alexander G. Hill Ballroom

Registration deadline: Nov. 1

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Call x6191 for information

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

Majors Fair

Nov. 16

6:30-8 pm

Kagin Commons

Alexander G. Hill Ballroom



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:

"Debit Card or Credit Card. Which Do You Vote For?"

Web Watch



Going Global

<http://online.goingglobal.com/>

Thinking about working abroad? Check out the Going Global Career Guides. The guides span the globe including: Australia, Austria, Brazil, Belgium, Canada,

and medical schools. Medical school admissions officers and undergraduate advisors will address the qualities that help to define a good medical student and a successful physician.

Registration is limited and should be made by Nov. 1. For further details and a registration form, contact Andrea Dine, Career Development Center, phone: (651) 696-6191, [email: DINE@macalester.edu](mailto:DINE@macalester.edu).

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

Seniors - One more thing to think about in preparing for a job search - your credit history! There has been an explosion in the use of credit checks for pre-employment screenings. The Society for Human Resource Management reports that 35 percent of employers did credit checks of potential employees last year, up from 19 percent in 1996. (Star Tribune, 10/3/2004/p.A1)

The Fair Credit Reporting Act requires employers to get applicants' permission before running the check. If they deny an applicant a job based on the check, employers must tell the applicant that and provide copies of their reports. For more information on the rules and rights related to credit reporting, check out this web page from the Federal Trade Commission - <http://www.ftc.gov/bcp/online/pubs/credit/fcra.htm>.

There is significant argument by privacy advocates and others whether this is a legitimate screening tool. But like it or not, it continues to be used during the hiring process. You should be informed about your rights in this area and also know how to check

came especially during harvest times in the fall, and my grandmother would feed them. I was really struck by that. There was a concern for people who did not have enough, and that concern really touched me deeply.

I will always have a concern for the most vulnerable. I try to stay in relationship with them. In whatever setting I want to be present in a way that can make a difference in others' lives. I trust what I'm about is what God wants me to be doing right now. Basically my life is and has been about spending time with people.

CDC: How do you balance career and life?

JR: With great difficulty. I have moments of success. It's easy to be drawn into one thing, and focus more energy than one has on work. Work is what is rewarded institutionally in our society. But the whole idea of self-care must be prevention, not intervention. It's an ongoing struggle.

CDC: How do you reestablish that balance?

JR: With rest. And I find that being in nature is really helpful. I like to spend time with friends, one at a time. I go to the YMCA three or four times a week to exercise. I enjoy international folkdance, and walking. And if we have a good winter, I'll go cross-country skiing and skating. I have also taken up painting with watercolor. That hobby is about overcoming fear, and committing myself to the paper.

CDC: You are a conflict management consultant. What does that job entail?

JR: When I was little I fought frequently with my younger brother. When he outgrew me I realized I needed to relate differently. That realization was the beginning. First, I became a mediator and arbitrator. During a mediation it occurred to me that if the disputants had the right skills they wouldn't need a mediator. I did an internship to learn and teach

China, Denmark, Finland, France, Germany, Hong Kong, Italy, Japan, The Netherlands, Norway, Singapore, South Korea, Sweden, Switzerland, Spain, South Africa, and the United Kingdom. Each book addresses internships, job search resources, employment trends and opportunities, professional organizations and resources, embassy listings, financial considerations, work permits and visas, job application guidelines, interviewing advice, and cultural advice.

Grad School Notes

ENTRANCE EXAMS FOR GRADUATE SCHOOL

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.

Some schools request both the General and Subject Area Tests. Test preparation books are available through the Graduate Record Examinations Board and

out your own credit rating. The above web site lists the three major credit bureaus - you might want to do a preemptive look of your own and if there is incorrect information, get it fixed!

Junior Jump-start

Juniors - Use this year to bump up your networks! There are the obvious opportunities - speakers in class, internship connections, community service colleagues, and employment. But don't forget connections that can happen through research projects, alumni who are on campus (or a list of alums in a particular field that you can get from the CDC), parents and connections of friends and relatives, committees that you serve on, etc. Remember "six degrees of separation" or the game "Kevin Bacon"? The world really is pretty accessible! Keep track of people you meet - when, what you talked about, things you might connect with them about later. You might even want to create your own "business card" to give to others with whom you want to keep the communication going. These connections are people who can help you gather the information you need to plan and connect so that you can meet your goals. And more often than you might think, you'll be in the position to return the favor! So keep your eyes wide open and start working on those networks!

Featured Article

COLLEGE CREDIT CRISIS: Avoid Piling Up Debt While In College

More and more college students are getting into serious debt that has little to do with their education and much to do with their lifestyle and the use of student credit cards or student loan money to pay for basic expenses. Who knew that you'd still

conflict management skills. Since then, I have been learning about conflict management by teaching. I work with small groups over long periods of time. We set small goals each week. Some people work with conflict management on the international level, but I find that working with people on a one-on-one basis is a big enough challenge for me. The workshops I offer I call Real Home Improvement.

CDC: What do you think of Macalester College so far?

JR: I really enjoy it here. I find students and staff really friendly. The diversity is incredible. Before I came to Mac someone predicted the students would get in my face a lot. Now I could be missing something but if that's already happening I certainly look forward to more of it.

CDC: Thank you for speaking with us, Jim!

Suggestion Box



Tapping the Best of Yourself...

Devote 10 minutes a day to reflecting on how you approached situations in the last 24 hours and how you intend to approach situations in the next 24 hours.

The 21st century will hand each of us opportunities to tap our true potential. If we simply run on automatic pilot, we will miss these opportunities. Ten minutes of reflection a day can allow us to embrace them with enthusiasm and truly feel the joy of leadership.

(Source: Leadership for Our Times by Leslie Bendaly, The CEO Refresher.)



Counselor's Corner

EMPLOYERS SEE VALUE OF

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 Data Assembly Service administers the test and releases the scores to schools about a

be paying off your pizza tab ten years after you graduate?

Often the excitement and sense of accomplishment that come from finishing your degree and starting out in the occupation of your choice are dulled by the discouraging realization that your student credit card debts and student loans are going to eat up all your disposable income, and then some. It's a real drag to work full-time making a real salary and not be able to afford a decent car, furnishings for your apartment, a quality wardrobe for work, or the latest electronic gadget.

If you ring up \$3,000 worth of miscellaneous expenses on your student credit card, it will take you 36 months to pay off the balance if you pay around \$100 a month at 10% interest (if you're lucky enough to GET 10% - the going rate for college students is around 18%). That's assuming you never charge another dollar to your credit card (how likely is that?). Chances are, you'll have little to show for the money. If you're like many college students, you used your student credit card or some of your student loan money to order pizzas and Chinese take-out, pay for your cell phone charges, buy more clothes than you need, and build up your CD collection.

To avoid spending a big chunk of your income after you graduate to pay off items that are only a memory, here's a word or two to the wise:

~ Don't take a credit card to college unless you're sure you can resist the urge to use it for anything but emergencies or items you can (and will) pay off at the end of every month. It's far too tempting to use it for trivial items that will add up amazingly quickly. If you can't pay the balance off when the credit card statement arrives at the end of the month, you'll end up paying even

PERSONAL RESILIENCE

With the world of work as well as the world at large, seeming more and more unstable having the capacity to remain flexible and self-reliant in the midst of such ambiguity and change has never been more important. It seems that the ability to confront constant change and stay productive comes naturally to some people, but resilience is a strength others must develop. The good news is that with some effort it can be done.

More employers recognize the value of personal resilience and are increasingly aware that employees need to have the tools to remain effective in the face of stress and upheaval. Whether employees are dealing with global issues such as terrorist threats or rising unemployment or more personal matters like surviving a downsizing or reporting to a new supervisor, there is the need to adjust to the disruptions, recover from the stress, and maintain high levels of productivity.

Put it another way. In boom times it seems like everyone's a hero, or at least good at the job. In times of crunch, however, you have to reach into yourself for less obvious strengths and skills. If you're employed, you have to show up, be productive and contribute to the overall well being of the workplace. If you're unemployed you've still got to show up and be productive, but this time to find the right new job for yourself.

This kind of natural coping seems to come naturally to some individuals, but surely not most. But experience suggests that most people can develop the ability to deal with stress and uncertainty if they recognize that it is within their power and are willing to take steps such as the following:

Learn from those who are naturally resilient. Think of three or four people whom you admire for the way they handled difficult situations in their lives. Note some of their personal

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.

What is the CDC?

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

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

**Macalester College
Career Development Center
Kagin Commons
1600 Grand Avenue**

more in interest charges.

~ Get a debit card. They're convenient. They give you instant access to your money. They limit your spending to what you actually have in your account. This is a good thing.

~ Shop around for the best cell phone deal. Avoid exceeding your free minutes. Calls over and above your allowable minutes are very costly.

~ Buy used text books. Who cares if they're not perfect? You can save a substantial amount of money over the course of your college education.

~ Skip spring break. Many students come back broke from spring break, which can cost you \$1,000 or more. If you work during the summer earning \$10 an hour, it will take you almost a month to net enough money to cover your spring break expenses. That leaves only a month and a half to earn money for the next school year.

~ Set up a budget. It not only helps you stay on track, it also gives you a feeling of control and the peace of mind of knowing you have enough money to make it through the school year.

~ Find ways to cut expenses. Browse local newspapers for coupons. Limit booze and cigarettes, which are two of the most expensive habits you can have. Find movie theaters that offer reduced prices, or buy movie coupon books that offer discounts. Take advantage of free or inexpensive activities on campus. Limit your purchase of CDs. Plan ahead so you can avoid incurring ATM fees. Leave your car at home and walk whenever possible.

These small sacrifices will pay off big in the long-run, and you won't be part of the college credit crisis.

characteristics and behaviors. Identify those you think are most essential for handling stressful situations effectively. Spend time with resilient people.

Learn from your own experience.

In the midst of crisis, you may forget previous experiences when you've been resilient. Take a minute to recall a specific stressful situation that you have handled effectively. What characteristics, behaviors or actions did you use to get through it? What were some of your characteristics or behaviors that were unhelpful? What did you learn? Do these actions apply to your current situation?

Understand yourself. Why do you think you react the way you do? What is your sense of purpose? By knowing what your motivations are, you can act to build on your strengths and compensate for your weaknesses. What have others told you in the past?

Know the territory. Understand the forces shaping the changes and identify what, if any, role you play in them. Awareness of trends having an impact on your situation will enable you to recognize and acquire the knowledge and skills you need to prosper in tough times. Be objective about events. Ask others for their insights as well.

Connect to resources. Sustain positive personal and professional relationships. Develop a personal support network you can rely on and identify organizational and community resources you can access in times of stress. Don't wait for a crisis to seek support.

Take care of yourself. Maintain an optimistic, receptive and flexible attitude, and a sense of humor. Attend to your health, fitness and peace of mind. Focusing on your overall well being will give you strength to overcome external stress. What have you done for yourself today, this week, this month, this year?

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**Did You Miss An Issue?
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 Newsletters](#)**

(Source: Debby Fowles, B.S., is an accountant, author, freelance writer, and small business consultant .)

Featured Fellowship



Carnegie Endowment for International Peace 2005- 2006 Junior Fellows Program

This program will provide an opportunity for 8-10 students who desire careers in international affairs to have a substantive one-year working experience in Washington, D.C. Junior Fellows provide research assistance to Associates working on Carnegie Endowment projects.

All applicants (no more than two) must be nominated by the college. Applicants must either be graduating seniors or students who have completed their bachelor's degree within the past academic year. Ellen Guyer, Dean of Academic Affairs, will coordinate the Macalester nomination process. [Check out the Carnegie website for general information on the program.](#)

Contact Ellen Guyer, Dean of Academic Programs, (651) 696-6036, guyer@macalester.edu for details on the Macalester nomination process. The College deadline has typically been in December.

For a complete list of all scholarship opportunities go to: <http://www.macalester.edu/academicprograms/scholar.html>

Of course, we're talking about skills that serve for all your life, not just work. Throughout life we all learn strategies that help us through challenging times. Those of us that choose to continue to develop and employ a variety of strategies can become masters at dealing with ambiguity and change, and at the same time be a bigger contributor in the workplace.

(Source: Bernadette Kenny, Executive Vice President of global career management services, Lee Hecht Harrison. Adapted from CareerCoach LLH.)