



# CareerStreet

A Publication of the Career Development Center  
 Macalester College  
**Vol. II - Issue 4 - November 15, 2004**

*"What you are afraid to do is a clear indicator of the next thing you need to do."  
 - Author Unknown*



## Hot Jobs

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

**Marketing Intern  
 Clear Channel  
 Entertainment  
 Minneapolis, MN  
 20 hours per week/flexible/  
 \$8.25/hour**  
 Assist Marketing Department on a daily basis for touring Broadway productions appearing in Mpls, Milwaukee and Appleton. Position to start in January.

**SEO Career Program  
 Sponsors for Educational Opportunity  
 Premiere summer internship program for talented students of color.  
 2nd Early Action Deadline: 12/15/04**  
 Apply on-line: [www.seo-usa.org](http://www.seo-usa.org)  
 The Career Program sponsors over 330 ten-week, paid internships in the areas of Accounting, Asset Management, Corporate Law, Global Corporate Financial Leadership, Investment Banking, Management Consulting, Information Technology and Philanthropy. Most internships are based in New York City. Select internships are also available in other US cities and Hong Kong.



## Counselor's Corner

**NETWORKING: CONNECT TO YOUR NEXT EXPERIENCE**  
 by John Mountain  
 Assistant Director,  
 Employer Relationships, CDC

Networking is one of those things you know you need to do, but it is so easy to put off. How many times have you said "I should really call that person", or "Yeah, she would be a great contact for me." We are all guilty of not being as proactive as we could, but the beauty of networking is you can start anytime and there is no one keeping score of how little you have done in the past. The only fact that matters is that you do start!

The reason networking is so important, is that a significant percentage of jobs are never advertised using the conventional means of newspapers, internet postings, etc. To be effective, you need to make sure that your network grows and expands so that you hopefully can make a connection to an organization that interests you. Remember, networking does not get you the position, but it will generally get you in the door, or open another door, to give you an opportunity to articulate your experience in an interview.

Another common apprehension about networking is a feeling of "using" a contact to get what you want. The reality is that for many

## Macalester at Work

by Anna Klappe, '05  
 CDC Student Staff



Michael Barnes is the president of the Macalester College Student Government. The CDC met with him to hear how he celebrated his own presidential victory. In addition, we also learned what Michael's plans are after graduation, that he began his livelihood suffering from carsickness while delivering newspapers around Dallas, and that in the end, all roads on campus lead to MCSG.

**CDC: It's only been a few days since the national Presidential election took place. Having gone through an important election process yourself, for the Macalester College Student Government Presidency, could you please share how you experienced the MCSG election?**

**MB:** The election was a very intense process, partially because I took it so seriously. I wanted to know what

**Recruiting Assistant  
Unisys Corporation  
Mission Viejo, CA  
Full Time**

**Deadline: 11/22/04  
(Mid-upper \$30's)**

Provide overall recruitment support to a recruiting team by interfacing with hiring managers, human resource business partners and candidates to coordinate all hiring activities.

**Legal Assistant  
Skadden, Arps, Slate,  
Meagher & Flom, LLP  
Washington, DC  
Full Time**

**Deadline: 11/25/04**

Entry-level legal assistant positions to begin this summer. Work closely with attorneys and play an essential role in their cases and transactions. Work in Litigation, Corporate or Regulatory practice areas, typically under the supervision of a Team Leader who allocates work and handles administrative needs.

**Field Manager  
Girl Scout Council of  
Greater Minneapolis  
Minneapolis, MN  
(32,501 - \$35,000)  
Full Time**

**Deadline: On or before  
11/15/04**

This key position is responsible for developing and managing diverse teams of volunteers to ensure that the goals for membership, the annual fund campaign, Girl Scout program delivery, and community collaboration/relations are met in designated communities.

**On-  
Campus  
Recruiting**



To access a list of the most current on-campus employer

positions you would never hear about the position without a connection. Secondly, it might feel like you are on the taking side of the networking relationship now, but you will have the rest of your life to provide other people with connections to hopefully help them to get where they want to go. Almost all the people you will contact remember when they first started networking, and appreciate the contacts they received then, and are more than willing to help.

It is also important to think of potential networking contacts in its broadest context. Even though at first a person might not seem to be a good connection for you, you never know who that person knows, works with, is friends with, is a neighbor of, etc. A case in point is a student who was recently buying a car and the seller happen to be an executive for a company. As they were talking, he asked the student to send his resume and said he would pass it along to the hiring manager. Sure enough, it led to an interview. That might seem like an extremely rare chance meeting, but it goes to show that you never know when a key contact might be out there. This does not mean that you have to be constantly giving your sales pitch to everyone you meet, but it is important to think about how would you answer the common question of "what are you thinking of doing next?" Having even a general answer to that question can be extremely helpful in expanding your current network.

There are many people that might be extremely helpful to contact as you explore your next steps. Some of them include:

- ~Family/Friends
- ~Alumni
- ~Former/Current employers
- ~Professors
- ~National/Regional associations related to your interests
- ~CDC online research tools

Macalester students knew about the MSCG, so I did a lot of door knocking in first-year dorms. It was very exhausting not only because I was trying to get to know people quickly while trying to keep up with my schoolwork, but also because many students did not know anything about the student government. I felt like I was the emissary for MCSG and their candidate at the same time. After a few nights of knocking on doors, I resorted to just baking "campaign cookies". Having people stop by for a snack was much more relaxing than going through the dorms.

**CDC: How did you learn of the results, and how did you feel when the election was over?**

**MB:** We had counting representatives that took care of the votes. The counting process began at 8 pm. I stopped by at 11 pm, and by then I was pretty much the winner. I had been very uncertain as to whether I had an actual chance of winning. I started going to student government meetings for the Mac Weekly, and later on just to observe. I hadn't been actively involved, in a formal position that is. When I won, it felt really good.

**CDC: How did you celebrate?**

**MB:** One of my friends and I celebrated with a few series of exuberant high-fives, running across the grass fields on campus, dancing, those sorts of jubilant activities. We joked about having an inaugural gala, like President Rosenberg's, but we decided to give that a pass.

**CDC: What are the best and the most challenging aspects of being the MSCG president?**

**MB:** The best thing is that even if I sleep in until 2 pm, I still always have things that I must do and people who expect me to do them. I am constantly involved, even when I do not feel like being involved. It might sound like a pain, but I believe a constant level of activity is healthy.

presentations, information tables, resume deadlines and interview dates go to:

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

## Upcoming CDC Events

**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:

**"Preventing Fraud"**

## Featured Article

### BEING THE B.E.S.T.

In our society, we revere those who are the best at what they do. Chants of "We're #1" are heard frequently. You will never hear, "We're #2," or "We're not great, but we're better than we were last year." If we want to be the BEST at whatever we do, we've got to break it down into its individual components.

As I stated before, there are no points taken off for what you haven't done in the past, the key is what you do now. A little effort today can have a huge impact down the road. Contact the CDC at x6384 today to set up an appointment to discuss how you can use networking to help you open a door or two.

## Lilly Pad

Time to apply for the **Lilly Senior Leadership Conference, "Setting a Path for Life/Work that Matter."** Eight seniors will be selected to participate in a conference held at the Whidbey Institute near Seattle, Washington, March 18-24, 2005. Expenses are covered by the Lilly Grant. Lucy Forster-Smith will co-lead the conference with staff from the Whidbey Institute.

Further information and application material is available at: [www.macalester.edu/lillygrant/programs/senior.html](http://www.macalester.edu/lillygrant/programs/senior.html). Applications due by December 6, 2004 to Lucy Forster-Smith.

## Suggestion Box



**Listen - Don't Just Wait to Talk...**

All too often, people are just waiting for their next opportunity to talk in a sales pitch, interview or conversation. Doing this fails to create a connection. Use conversations as opportunities to pick up information and apply it spontaneously to the task at hand.

In an interview, instead of spouting your memorized spiel, listen to the hiring manager and apply the company's needs to the talents you're waiting to tout.

(Source: Kate Lorenz, CareerBuilder.com)

The worst thing is that because I talk with so many different constituencies on campus, I sometimes feel like I know too much for my own good. Sometimes I am unable to express how I feel about an issue because other people have to first catch up with me.

**CDC: What did your mom want you to be when you grew up?**

**MB:** She often reminds me of the things I wanted to be when I was younger. I wanted to be a baker. I had a little cake set and a chef's hat. I also wanted to be a Teenage Mutant Ninja Turtle. I liked all the ninjas, but particularly Michelangelo because his name is similar to mine. My mom also emphasized writing, and that has been one of my strengths.

**CDC: What kind of writing?**

**MB:** What I find most addicting is news reporting, because it requires such an attachment to reality as opposed to fiction. Right now, I am doing all my coursework for the English department where I have an emphasis on storytelling.

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

**MB:** When I was twelve, I helped my mother out with delivering newspapers in downtown Dallas. On Friday and Saturday nights we went out at 2 am to get the papers, roll them up, and then deliver them. On my first route I got really sick from the newspaper smell in our car. Other than that, it was a fun job.

**CDC: What is your major?**

**MB:** I am a Political Science major, but English is also a consideration. I am not sure I have enough gusto and credits to make it my double major, but it will at least be a minor.

**CDC: What are your plans after graduation at Macalester?**

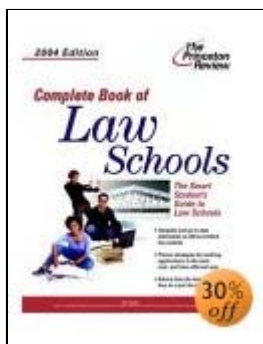
**"B" is for Balance.** It is the element that keeps our lives stable. We've all heard about superstar athletes, multi-millionaires, and movie stars who wreck their health or family relationships in their quest for greatness. No matter how much we achieve in one area of our life, if we lose the overall perspective that we are many-faceted beings, we can never be successful.

If we want to have balance in our lives, we are going to have to be proactive. Most of us plan our workday. We have things we are going to try to do, things we really need to do, and the ever-present list of "things we better do today, or there will be no tomorrow!" But how many of us really plan - with the same degree of diligence - our family time, recreation time, exercise, etc? Most of us spend all of our time, effort, and energy on professional and business pursuits, and the other areas of our lives get whatever is left over or - in too many cases - they get shoved completely aside. Balance means investing in yourself in every area of your life.

**"E" is for Enthusiasm.** This is the first thing we receive when we enter this world as the doctor slaps us on the backside, and the last thing we give up before they close the coffin lid. I have had the privilege of interviewing superstars from the worlds of entertainment, sports, and politics. The one thing that each of these individuals has in common is a tremendous passion or enthusiasm for what they do. If you don't feel that kind of daily passion, as you pursue your life goals, you need to either get a new career or a new attitude about the career you currently have.

I remember interviewing Katharine Hepburn. When I asked her what she would have

## The Bookshelf



**2004 Complete Book of Law Schools, Princeton Review, 2004.**

The law school you choose

determines how you'll spend the next three years of your life and greatly influences how well you will do in the job market after graduation. *The Complete Book of Law Schools* gives you the lowdown on all ABA- and CBA-accredited schools in the United States and Canada. It also provides the answers to all the practical questions you should ask about every law school to which you consider applying, such as:

- What are the average GPA and LSAT scores of admitted students?
- What is the student/faculty ratio?
- What is the job placement rate for graduates?
- How generous is each law school's financial aid package?

Plus the basics, like snail mail and email addresses, telephone numbers, admissions deadlines, tuition, and more.

You'll also find tips on what makes a bold personal statement, insight into the mysterious admissions index, pros and cons of the different kinds of law school loans, and an admissions timeline that will keep you ahead of the game and (relatively) stress-free.

About the Author: The Princeton Review is the fastest growing test-preparation company in the country, with over 60 franchise offices in the nation.

(This book can be found in the Kagin Resource

**MB:** My plan right now is to stay in Saint Paul for a few years. I want to work for community empowerment on a grassroots level. I have also looked at some Masters Programs with the Peace Corps, which is also an interesting option.

**CDC: As a junior, what piece of advice would you give first-year students who are interested in becoming involved with MSCG or politics in general?**

**MB:** There are so many places to start. Grab something that seems fascinating, and run with it. What typically happens is that if you focus on an interest, it will eventually lead you to the Student Government. Let us say you join MULCH Gardens; you start digging and helping with that effort. You grow vegetables that you in turn sell to the cafeteria. Then you learn more about Bon Appetit, and that MCSG had a role in its transformation. Then you may learn that MCSG has a committee for institutional responsibility. If you push far enough with any interest, I believe you will get to Student Government at some point, and you will then realize that MCSG can be a very helpful vehicle.

**CDC: How do you stay motivated?**

**MB:** Get up in the morning! Seriously, you just have to leap out of bed as fast as you can. I try to get up for breakfast these days. If you do one or two things by noon, and you see that other people are just rolling out of bed, you feel like you have a better grasp of the world, and that helps you going through the rest of the day. One foot in front of the other.

**CDC: Do you never feel like taking a break from MSCG and school?**

**MB:** All the time! I usually take breaks whenever I can. I like to make my rounds, just talking to people. I also like to get off campus and go to

done with her life had she not pursued show business, she replied, "If they did not pay me to be an actress, I would have to find another way to support my acting habit. I have an innate need to do what I do." This type of enthusiasm will bring you an Academy Award or whatever is the highest honor in your field.

**"S" is for Single-mindedness.** This is the ability to focus on one thing at a time. This does not mean we are one-dimensional in our lives. It simply means, when we are working, we work; when we are playing, we play; and any other task we choose to undertake receives our total attention and focus.

We spend far too much time living in the past, worrying about things that cannot be changed or living in the future, planning for eventualities that may never come. If we will live in the moment, we will find that mistakes of the past and frets of the future simply fade away. If something is worth investing your time in right now, it deserves all of your attention.

**"T" is for Tenacity.** This is the one element that will always result in eventual success. As a blind person myself, I could hit a baseball thrown by the best pitcher in the major league if you would let me keep trying until I succeed. The immortal message from Winston Churchill echoes down through the years, "Never, never, never, never give in."

The whole world belongs to the man or woman who realizes that the game is not over until you quit; and when it comes to your dreams and goals, remember that it is always too soon to quit.

Go out and be the B.E.S.T. Today

Center, Law School Section of the resource library.)

## Sophomore Syllabus

**MAJORS' FEST  
TUESDAY, 11/16/04  
6:30-8:00 PM  
KAGIN COMMONS**

**Sophomores** - Choosing a major can be fraught with anxiety and frustration. Which major is right for you? How do you choose between departments? What do you hope to do in life? You are not in this process alone.

Learn the mechanics of choosing a major from Jayne Niemi, Registrar, speak with student departmental representatives about the diverse majors Macalester has to offer, and hear how choosing a major has impacted alumni's lives.

Join your classmates on Tuesday, November 16, 6:30-8:00 PM, Alexander G. Hill Ballroom, Kagin Commons to learn how others have survived their "major" decision making process. Sponsored by the Lilly Project. Questions? Call the CDC at x6384.

## First Year Focus

**TIME MANAGEMENT FOR COLLEGE ATHLETES**

Becoming a freshman in college brings with it a lot of responsibility, most of which you've probably heard your family, teachers, and even friends talk about before. You have to get yourself to class, get your studying done, clean your dorm room (or not, depending on your roommate's personal habits), and try to have a social life. This can be enough stress to cause most first year students to dive under their bunks in fear. So if you're thinking about adding sports to that equation, it might seem like

the cities. When I sit on the bus and hear people talk about life outside of school, about their families and about getting groceries, I get a sense of normalcy that helps me to recharge.

**CDC: As of now, what is the most important lesson you have learned from attending Macalester?**

**MB:** I have learned that I have to take risks. For example, one time while working on an article for the Mac Weekly, I visited a reporter in downtown Minneapolis, where I grilled him on some things I believed he had done wrong as a reporter. At Macalester, we can easily approach professors and administrators. I have learned to be confident enough to carry that further, outside of campus. If you take risks often enough, they almost become habits, and then skills. I have grown more confident from taking such risks.

**CDC: Have you used the CDC during your college career?**

**MB:** Before I went home for the summer after my first year at Macalester, I visited the CDC and got a list of alumni who lived in my hometown. I called them up and met with them for interviews throughout the summer. It was great to make those connections, even though none of them could give me a job directly. Since that summer, I have seen some of them here on campus, when they visit Macalester.

**CDC: Will you run for a second term as MCSG president?**

**MB:** I do not think so. But I guess anything is possible. I looked at a list of former Student Government Presidents running back to the 1950s and only a few people ran twice. One person in the early 1960s was actually President as both a First-Year student and as a Sophomore. I miss working for the Mac Weekly though, so I will probably not run again.

is the day!

*(Source: Jim Stovall is the president of Narrative Television Network. He is a published author, columnist, and motivational speaker. See Personal Development and Executive Performance in The CEO Refresher Archives. Visit Jim Stovall's website: [www.jimstovall.com](http://www.jimstovall.com). Copyright 2001 by Jim Stovall. All rights reserved.)*

## 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  
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)**



**Download Printable  
PDF Version of Newsletter**

insanity. Fortunately, generations of student athletes have made it work--and not, as some people assume, by letting their schoolwork slip.

If you already compete in sports, you may have at least some idea what it is like to be a student athlete and juggle the commitments of school, sports, and friends. The hardest part of the transition may not be the new level of competition, but the fact that you are suddenly much more accountable for your results both on the field and in the classroom. No longer are you competing for yourself. Suddenly everything you do goes toward the team score--or the team grade point average. It lends a new kind of pressure.

If you look at the student athlete profile, there are so many time demands. Personal time is squashed down into almost nothing, and it puts that really oppressive schedule on somebody who has increased academic demands.

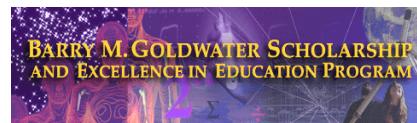
Managing your time effectively is one of the key aspects to having a successful career as a student athlete. There's more to time management than simply saying, "I'm going to manage my time well." There are tips and techniques that will give you a leg up in the battle to stay on top of your commitments.

A lot of people give the concept of time management lip service, but if you actually value something like time management and spend time on it and reinforce it, that's when it becomes effective. Having someone on staff to make sure that happens is what differentiates college programs.

For a student-athlete a typical schedule is full of training, training, and more training. Classes need to fit neatly between these sessions as

**Thank you for speaking with us Michael, and good luck with the rest of your time as MCSG President!**

## Featured Fellowship



### [Barry M. Goldwater Scholarship and Excellence in Education Program](#)

Goldwater awards are made on the basis of merit to sophomores or juniors who have outstanding potential and intend to pursue careers in mathematics, the natural sciences or engineering. Students who plan to study medicine are eligible for a Goldwater Scholarship only if they plan a research career rather than a career as a medical doctor in private practice. The scholarship pays a yearly stipend to help students complete their undergraduate education. Visit: <http://www.act.org/goldwater> for complete information. **Campus application deadline: December 17, 2004.**

Contact Ellen Guyer, Dean of Academic Programs, (651) 696-6036, [guyer@macalester.edu](mailto:guyer@macalester.edu) for details on the Macalester nomination process. For a complete list of all scholarship opportunities go to: <http://www.macalester.edu/academicprograms/scholar.html>

## Grad School Notes

### Great Grad School Web Sites:

[Advice for Undergraduates Considering Graduate School](#)

[Grad School Advice \(Applications\)](#)

[Grad School Interview Advice](#)

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

well as errands, homework, church, and social life. Sports also takes time from the usual breaks, such as fall or spring breaks. Often students are required to stay on campus to train all or a portion of the time.

When faced with overwhelming demands, you may want to make lists and do extra credit early in the semester before you are too swamped to fit it in. One of the best bits of advice one student-athlete received before heading to college was to always sit in the first few rows of a classroom, even the large ones.

One trick that many busy people may not know is that it's important that YOU should come first sometimes, rather than your commitments. Begin by building personal time into your schedule . Give yourself an hour to call your best friend or an hour to sit at the campus center to talk. If you don't build in realistically what you need in life to cope, your schedule becomes overwhelming. Some people only think of time management as just scheduling things they have to do, not scheduling things they want to do. Making time to have fun and relax can be as useful as a fancy organizer to the busy student athlete.

[U.S. News and World Report: Graduate School](#)



**Web Watch**

[CollegeGrad.com](#)

If you are looking for a great way to see which employers are hiring throughout the U.S. and how to make direct contact with them, check out the CollegeGrad.com Top 500 Entry Level Employers information at their web site: <http://www.collegegrad.com/topemployers>

November 15, 2004