



# CareerStreet

A Publication of the Career Development Center  
 Macalester College  
**Vol. II - Issue 5 - December 6, 2004**

*"Imagine no limitations; decide what's right and desirable before you decide what's possible."*  
 -- Brian Tracy

**This is the final issue for the Fall 2004 Semester.**

**CareerStreet will resume in January 2005. The CDC wishes each of you a safe and restful winter break.**



**Hot**

**Jobs**

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

**Events and Marketing Operations Department Coordinator**

**Mall of America Bloomington, MN**

**Full time**

**Deadline: 12/10/04**

Oversee Toddler Tuesdays and Exceptional Evenings Programs. Create and manage all phases of events. Serve as liaison between departments. Assist Events Manager and staff. Maintain message tracking database. Maintain event equipment inventory. Maintain organization of department. Assist in intern selection process. Write and distribute weekly report.

Oversee writing & distribution of newsletter. Oversee community relations programs. Oversee the on-mall signage program.

**Patrons Program Fellow Patrons**

**Featured Article**

**Human Rights Campaign Foundation Releases 2004 Corporate Equality Index (on Gay, Lesbian, Bisexual and Transgender Social Responsibility)**

The Career Development Center has added the HRC 2004 Corporate Equality Index to its resource library. This index was launched in 2002 as a way to evaluate how major US corporations treat their gay, lesbian, bisexual and transgender employees, consumers and investors. HRC surveyed Fortune 500 Companies, Forbes list of 200 largest privately held firms and any other company with 500+ employees who requested the ranking. As with any other ranking or rating tool, readers are encouraged to understand how the rankings were constructed, what criteria were used and how the information was gathered. But this resource can provide readers with some insight about the policies and climates of these firms, especially for GLBT employees or job seekers and their allies. Note that the rankings can also be retrieved online at [www.hrc.org/worknet](http://www.hrc.org/worknet)

56 companies received a score of 100 on the index, which was twice as many as in 2003 and more than 4 times the number of perfect scores in 2002. The banking and financial services sector had the highest number of 100 percent companies. The 56 companies, in

**Macalester at Work**

by Anna Klappe, '05  
 CDC Student Staff



**Dr. Duchess Harris**

Dr. Duchess Harris is the Associate Professor and Chair of the American Studies Department at Macalester College. She is the proud mother of two children, and a member of MENSAs -The High IQ Society. In the spring, she is taking a class of lucky Macalester students to France through the American Studies Course "Blacks in Paris". Dr. Harris' career is extraordinarily impressive, but she tells the CDC that she encountered a lot of skepticism in the beginning, especially from her father and the Career Development Center at her College. It's an inspirational story, so read on!

**CDC:** You attended University of Pennsylvania as an undergraduate. What were you like as a first-year student in college?

**DH:**The University of Pennsylvania

**Program/Archdiocese of New York  
New York, New York  
Full time (2 year  
commitment preferred)  
Deadline: 12/12/04**

The Patrons Program works with Catholic elementary schools in NYC providing quality, alternative education for inner-city minority and economically disadvantaged youths. Focus is on: Fundraising; Identifying, launching and managing program and curriculum enhancements, including art, music, drama, after school, opera, track and field, and computer education programs; Building Advisory Boards by identifying and securing Patrons and Marketing the Patrons Program.

**Software Developers  
Epic Systems Corporation  
Madison, WI  
Full time**

**Deadline: 12/12/04**  
Develop software that tests your technical prowess and saves lives by streamlining the healthcare process. This is your chance to do good, make money, and wear jeans while doing it. Epic builds multi-tier enterprise software for large healthcare organizations using a variety of technologies. You will participate in all aspects of the development process, from meeting customers and design through implementation, quality assurance, and delivery.

**Crime Prevention  
Coordinator/  
Administrative Assistant  
Summit Hill Association  
St. Paul, MN  
Part Time (20 hours/wk)  
\$12-13 per hour  
Deadline: 12/17/04**

SHA is a nonprofit, neighborhood organization that serves as the district

alpha order are:  
Aetna Inc., Agilent Technologies, American Airlines, American Express, Apple Computer, AT&T, Avaya, Bausch & Lomb, Best Buy Co., Borders Group, Capital One Financial, Cargill, Charles Schwab, ChoicePoint, Chubb, Cisco Systems, Citigroup, Coors Brewing, Dell, Deutsche Bank, Eastman Kodak, Faegre & Benson, Ford Motor, Goldman Sachs, Hewlett-Packard, IBM, Intel, JP Morgan Chase, Keyspan, Kimpton Hotels & Restaurants Group, Kraft Foods, Lehman Brothers Holdings, Levi Strauss, Lucent Technologies, MetLife, Miller Brewing, Mitchell Gold, Morrison & Foerster, Motorola, Nationwide, NCR Corp, New York Times Co., Nike, Owens Corning, PepsiCo, Pfizer, PG&E, Prudential Financial, Replacements Ltd., SC Johnson & Son, Southern California Edison, UBS Financial Services, Wells Fargo, Whirlpool Corp, Worldspan Technologies, Xerox.

The lowest scoring companies (0-14 percent) were:  
ALLTEL Corp, BB&T, Exxon Mobil, International Steel Group, Meijer Inc., New NGC Inc. (DBA National Gypsum Co.), Perot Systems Corp., Shaw Industries Inc. (a subsidiary of Berkshire Hathaway Inc.).

For other GLBTI career resources, check out the CDC web page at: <http://www.macalester.edu/cdc/GL.htm>



**Counselor's  
Corner**

**MAKE THE MOST OF YOUR  
WINTER BREAK  
by John Mountain  
Assistant Director,  
Employer Relationships, CDC**

Now that finals are quickly approaching, the last thing

is a lot different from Macalester because there are 9,000 undergraduates there, so I was more anonymous as an undergraduate than people may feel here at Macalester. However, I quickly became extremely involved with student government, and by my senior year I ended up being student body president which was a large task because we had a \$650,000 budget. I was the first black woman to be head of the student government at any Ivy League University in the United States, so there was a lot written about that. It was a fun and exciting time.

**CDC:** Did you know what you wanted to major in as a first-year student?

**DH:** Yes, I wanted to be pre-med, and that lasted about six weeks. Instead, I ended up double majoring in African American Studies and American History with an English minor. I realized that Chemistry wasn't going to happen for me. I was not going to carry a strong B average in Chemistry.

**CDC:** Reading your resume I see that you have done many amazing things throughout your career, from having studied in Nigeria, to being named one of thirty "Young Leaders of the Future" in the December 1997 Issue of *Ebony* magazine. What are some of your career goals for the future?

**DH:** The most significant thing I have done is that I am a mother of two. That pretty much nails it. Everything else is kind of a footnote. But the next thing I want to be is an administrator, beyond being a Department Chair.

**CDC:** Please tell us a little about your experience when you took the MENSA entrance exam.

**DH:** That's a very funny story. My parents read about the exam in the newspaper in the summer after I

planning council for the District 16 Summit Hill Area. SHA's mission is to enhance the quality of life in the Summit Hill Neighborhood through a wide range of community projects and programs. Anyone who lives, works, or owns property in the neighborhood is considered a member of the SHA. The organization is governed by a board of directors elected by the neighborhood.

**Research Analyst  
Federal Reserve Bank of  
St. Louis  
St. Louis, MO  
Full time**

**Deadline: 12/15/04**  
Research analysts work with economists and other Bank personnel on research projects that: contribute to the quality of monetary and banking policies; expand the frontier of knowledge in the areas of money and banking, macroeconomics, international economics, and regional economics; and educate audiences about current economic issues.

**Analyst  
Capital One  
Richmond, VA  
Full time**

**Deadline: 12/12/04**  
As an Analyst, you will apply your strategic skills and business instincts to major company challenges. You will team with world-class professionals to take projects from testing to implementation. You will do this in a collaborative environment that values your insight, encourages you to take on new responsibility, promotes continuous learning and rewards innovation.

probably on your mind is how I can use that time to be fully prepared for my next internship/job/graduate school application. Right now it might not be the first thing on your to-do list or even the 21st for that matter, but using that time to get prepared for the next semester can be critical for your success. I am not saying you have to spend every waking hour being as efficient as you can, but remember, once you get back, things get even crazier and the next thing you know June will be here.

There are many things you can do over the break to set yourself up for success next semester, including:

**Draft a resume:** Take a first pass at putting together a resume. [Examples can be found on the CDC web site](#) or pick up a handout in the CDC on the first floor of Kagin Commons.

**Expand your network:** Just by listing people you know or have worked with, professors, and regional/national associations in your area of interest, you can create a starting point for your network. Before or after winter break, stop by the CDC to supplement this list with alumni contacts that are currently working in your field of interest or attended the graduate school you are considering.

**Research organizations :** Via online research or better yet, take the opportunity to personally visit organizations of interest. Take advantage of being able to make an impression in person vs. via email or phone. That extra effort to stop by their office could be significant.

**Develop a game plan for spring semester:** Take the time now to plan out what you want to accomplish when you get back to campus. December and January

finished eighth grade. I would not have taken the exam as an adult, because it seems pretty vain to me. But I remember that my parents were sitting by the kitchen table saying "Duchess should take it. Yeah, she seems really smart!" When I took the exam, people wanted to know who I was during the break because I was the only kid there, and I did not even look fourteen. I was only 5 feet tall and I weighed 85 pounds, so they probably thought I was eleven years old. So, I took it, and then forgot all about it and went to boarding school in the fall. Then my parents received a letter saying I had been accepted. But I could not even go to the meetings or their happy-hours because I was not old enough to drive.

**CDC:** Do you attend meetings and parties with the organization these days?

**DH:** Well, they only do what MENSA people think is fun. They have a chess club, for example. I have never actually gone to anything. When I first joined they did not have a kid-branch like they do now. If there was no pizza involved, I was not interested.

**CDC:** As a child, what did you envision yourself doing when you grew up?

**DH:** When I was pre-med in college I thought I was going to be an orthodontist. I was also interested in being an elected official. I have always wanted a family though, so I knew I wanted to have kids. I have two kids now. My little girl is 1 years old and my little boy will turn six in January. He is in kindergarten and he is a hoot! They both crack me up! (She shows me pictures, and her kids are adorable!)

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

**DH:** I packed food in boxes at a food shelf. It was an urban renewal place in Connecticut. I was fourteen, and I



## 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

### Immigration Visa Info Session

Dec. 8, 2004  
12-1 pm  
Campus Center 207

### MN Private Colleges Job and Internship Fair

Feb. 22-23, 2005  
Minneapolis Convention Center

*(NOTE: In order to prepare for the Job Fair and for the possibility of pre-arranged interviews, we strongly recommend that students **register before leaving campus in December.** Contact the CDC for more information at 651-696-6384.)*



## 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

can be a great time to map out what your next steps are.

**Stop in at the CDC:** We are open Monday through Friday, 8 AM-4:30 PM during winter break and are available for scheduled appointments or during drop in hours daily between 2-4 PM.

You don't have to magically turn into a Type A personality machine and plan every minute of your entire break, but just a little effort to take advantage of your time while on break can have huge benefits down the road.

Again, any one of the counselors at the CDC is available to help assist you in this planning process. To schedule an appointment, call 651-696-6384 or stop in for drop in hours.

## Lilly Pad

**SENIORS...**Time is running out 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. **Applications are due December 6, 2004 to Lucy Forster-Smith.**

Further information and application material is available at: [www.macalester.edu/lillygrant/programs/senior.html](http://www.macalester.edu/lillygrant/programs/senior.html).

## Suggestion Box



## TOP 10 TIPS FOR ATTENDING THE JOB FAIR

worked there for a summer because I wanted to make money before I went to high school.

**CDC:** What advice would you give to seniors at Macalester who are about to begin their last semester?

**DH:** I would advise them to really do what they want to do. If you do what you're interested in, you can probably get paid for it. I was in college in the late '80s and early '90s, and it was all about law because L.A. Law was on television at the time. Likewise, five years ago, everything was about E.R. and being a doctor. Be creative! No one in their right mind, in my family, thought I could major in what I majored in and make a career out of it. When I went home for Thanksgiving during my sophomore year in college, I told my father I was going to be an African-American Studies major. He asked me to get up from the table, and then he walked me to the bathroom and positioned me in front of the mirror. He said, "You can see in the mirror that you are black. I am black, your mother is black, and everyone in your family is black. Why should I pay \$19,000 for you to go to college to figure that out?" He was appalled! Not that money is everything, but I did not give in and today I make more than anyone in my family.

I was in college when Ronald Reagan was President, and majoring in African-American Studies at that time was, on the surface, the most ridiculous thing you could do because everyone else was trying to go to Wall Street. But here I am, thirteen years out of college, being the Chair of the American Studies Department at Macalester College. Every time I see my father now, he lets me know that I was right. He is very proud of me now, it's almost ridiculous. He can't believe things turned out this way for me.

**CDC:** What are your goals for the American Studies Department in the future?

information useful. This newsletter's topic is:

[" Over 60 Gift Ideas for Under \\$10 - For Any Occasion of the Year "](#)

**Grad School Notes**

**TIPS FOR TRANSITIONING TO GRADUATE SCHOOL**

Take advantage of opportunities to learn about your new program. Be sure to attend all the new student orientation sessions offered to you. Orientation sessions represent an opportunity for you to meet other new students, more advanced continuing students, faculty, and administrators. Moreover, orientation is a venue for people associated with the program to meet and get a first impression of you.

Recognize that the graduate and undergraduate school experiences are qualitatively different. Mastery of the basic information covered in classes is important. However, by contrast to undergraduate school, graduate study also involves a process of professional socialization and development. This means that you learn to be a professional, in part, based on working side by side with faculty and other more advanced students on research teams and under close supervision in real-world situations (e.g., practical).

Make good use of available social support resources and build additional support networks. Given the numerous changes inherent in the transition to graduate school, the experience can be

10. Use your creative writing skills to create a 10-second introduction of yourself.
9. Shake everyone's hand when you meet them.
8. Women: Buy pumps and practice wearing them.
7. Men: Practice not choking in a tie.
6. Repeat... "I'm Good Enough, I'm Smart Enough, and Doggone It, People Like Me!" - Al Franken
5. Write a fabulous resume.
4. Write eloquent cover letters.
3. "Tell me about yourself." - Interview Question
2. Create a fan club for yourself.
1. Ask a generous person for a suit that fits.

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

**Seniors - The Minnesota Private Colleges Job and Internship Fair 2005** is quickly approaching. What is a job and internship fair? Should I go? Is it worth my time? What type of employers will be there? If you missed the information sessions last month, stop by the CDC for drop-in hours Monday through Friday from 2-4 pm to determine if this fair fits your goals.

In order to prepare for the Job Fair and for the possibility of pre-arranged interviews, we strongly recommend that students register before leaving campus in December. (Note: Registration will end two weeks after you return from winter break, so prepare now.) To register:

1. Have your resume approved by a CDC counselor
2. Submit a hard copy of approved resume
3. Pay the nonrefundable registration fee (\$10). Cash or check made payable to Macalester College.

**DH:** I want to have more majors. I want to scare the Economics Department! We are going to steal majors from everywhere. I want students to come and take our classes. We are offering 28 classes this spring semester alone. It's amazing. We believe that our curriculum will really prepare students for graduate school. Over the Thanksgiving break I saw a former student of mine from here, and he is now a fourth year Ph.D. student at NYU, at the American Studies Program, kicking butt! That is a goal of mine, being able to go to his graduation and see him receiving his hood. That's a huge accomplishment. Even to this day, there are only 125 Black Americans in the United States that have tenure at Liberal Arts Colleges.

**CDC:** Have you used career services throughout your career?

**DH:** I was in a somewhat conservative institution as an undergraduate. Although there were Career Services, they pitied me for being an African-American Studies major. A career at UPENN meant going to work for a big accounting firm, or going to Capitol Hill. What I wanted to do, they considered charity work. But times were different back then. Today, and particularly in the Twin Cities, people realize that non-profit work can be really significant work. And you do not have to starve while doing that. We live in a Capitalist culture, so being compensated is significant. People believe that if you work for a non-profit you will not make any profit. That's not necessarily the case anymore.

**CDC:** What do you enjoy most about being a professor?

**DH:** People always say "you learn something new every day." That's so trite. If you are a professor, you really really learn something new every day, all the time. You have to keep up with your field constantly. I

exhilarating. From time to time, it also can be somewhat stressful. Social support is an important resource for dealing with stress. Although some support resources are built into most graduate programs, they are only beneficial if you make use of them. Before you arrive on campus, ask continuing students about the location, the best student housing, and other relocation concerns. Even if the program you are joining does not have a formal peer mentoring system in place, current students usually are available to share what they have learned in this regard if you ask for the help.

Above all, be sure to ask for help if you are experiencing difficulties adjusting to your first few months on campus. Develop an appropriate professional relationship with your faculty advisor and let her/him know if you are having problems in the program. In addition to providing guidance about program matters, your advisor will be aware of broader university resources, such as writing labs and tutoring services. If you believe your concern is more personal than professional, do arrange for a confidential appointment with the university counseling center. At many universities, a limited number of counseling sessions are available to students at a reduced fee, often in the context of a broader university health and/or wellness center.

Graduate school is the beginning of an exciting life adventure. Make the most of it.  
(Excerpted from Making the Transition to Graduate School by Lisa Terre)

4. Receive the registration packet.
5. Enter your resume information on-line.

For some helpful tips on how to effectively make the most of a job fair, click on the link below to read, ["The Ten Keys to Success at Job and Career Fairs"](#) from Quintessential Careers.com

## Junior Jumpstart

### WHAT EMPLOYERS LOOK FOR

The National Association of Colleges and Employers just released their [2005 Job Outlook Survey](#) of major employers, including hiring projections.

Each year the survey is conducted, employers are asked to name the skills and qualities in the "ideal candidate." They also compare their desires to the skills and qualities the current crop of graduates actually possess. As a junior, you can identify areas that you will want to be sure to build before you enter the senior job search process!

Top 10 qualities/skills employers want:

- Communication skills (verbal and written)
- Honesty/integrity
- Interpersonal skills (relate well to others)
- Strong work ethic
- Teamwork skills (work well with others)
- Analytical skills
- Motivation/initiative
- Flexibility/adaptability
- Computer skills
- Detail oriented
- 

A good GPA is, of course, important to employers who are looking for the best and brightest among the newest group of graduates. Almost seven in 10

try to attend as many conferences as possible, sometimes eight times a year. Being in a network helps, because I have friends all over the country writing me saying, "I saw this article and I thought you would be interested, check it out."

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

**DH:** Students help me stay motivated, especially students who are motivated enough for both of us. That energy! If only the energy of 18-22 year-olds could be bottled. Whoa! Particularly here at Macalester, students are so excited about learning. I am also trying to get physically fit again, so I lift weights. I have given birth to an 8-pound baby and a 9-pound baby, so I am ready to be kind to my body now.

**CDC:** Who is your favorite author?

**DH:** My favorite book of all times is Toni Morrison's book, *The Bluest Eye*. That book stands above and beyond everything else to me. I teach it in my Introduction to African American Studies course. It's a beautiful novel. I also love James Baldwin and I like Bell Hooks.

**CDC:** Are there any special books you intend to read, or any special projects you intend to carry out over the holidays?

**DH:** Yes, I will be reading everything about African-American experiences in France. Everything I have already read I will be reading again. I want to be ready for the class "Blacks in Paris" in the spring, so that's my holiday project. And playing with my kids! The Christmas shopping is easy, because when the kids are young they are easy to please.

**CDC:** Thank you Professor Harris for speaking with us. We wish you a wonderful and relaxing Holiday Season!

## 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  
www.macalester.edu/cdc**



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Newsletters](#)**

employers (69 percent) report that they screen college candidates by GPA and some say that they have a GPA "cutoff" for those candidates. The cutoff ranges from a 2.0 to a 3.5, depending on the student's major and/or the department that is doing the hiring, but the largest group of employers said their cutoff is 3.0.

Employers do look at other attributes. In fact, year after year, the number one skill employers look for is good communication skills: the ability to write and speak clearly. Unfortunately, in spite of requesting this skill year after year, many employers also report that college graduates lack good grammar and writing skills. One respondent said graduates have trouble "getting good ideas communicated without saying 'like' and 'you know.' "

Finally, employers value experience. They rate the importance of experience as follows:

- (5-point scale where 5=extremely important and 1=not important)
- Relevant work experience 4.0
  - Internship experience 4.0
  - Any work experience 3.5
  - Co-op experience 3.4



## Web Watch

### Jobs in Government

<http://www.usajobs.opm.gov/>  
USAJOBS is the official jobsite for the US Federal Government. It generally features over 14,000 jobs daily.

<http://www.calltoserve.org>  
Call to Serve is a national initiative designed to educate a new generation about the importance of a strong civil service, help re-

## Featured Fellowship



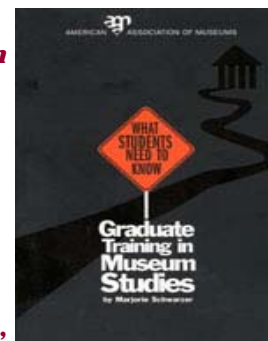
THE HARRY S. TRUMAN SCHOLARSHIP FOUNDATION **The  
Harry S. Truman Scholarship  
Foundation**

Truman Scholarships are merit-based awards which fund graduate school for students preparing for careers in government service or elsewhere in public service. Students must have a demonstrated commitment to public service, must be planning a career in public service, and must have outstanding leadership potential. Students apply during their junior year. Macalester may nominate up to four students. **Campus application deadline: December 17, 2004.** Visit: <http://www.truman.gov/> for complete information.

Contact Ellen Guyer, Dean of Academic Programs, (651) 696-6036, [guy\\_er@macalester.edu](mailto:guy_er@macalester.edu) for details on the Macalester nomination process. For a complete list of all scholarship opportunities go to: [http://www.macalester.edu/academic\\_programs/scholar.html](http://www.macalester.edu/academic_programs/scholar.html)

## The Bookshelf

**Graduate  
Training in  
Museum  
Studies:  
What  
Students  
Need to  
Know -  
Author  
Marjorie  
Schwarz er,  
American  
Association of Museums, 2001.**



This best seller will help future museum professionals assess the various training options in museum studies. It poses a series of questions

establish links between federal agencies and campuses, and provide students with information about the unique and dynamic opportunities that federal jobs provide.

<http://www.doer.state.mn.us/>

The Department of Employee Relations hosts the State of Minnesota job postings and interactive database.

to help you research graduate training programs and plan a museum career. Topics covered include: choosing between a certificate and a master's degree; finding an internship to suit your needs; and the value of a museum studies degree in the "real world." Written by the chair of the museum studies department at John F. Kennedy University and reviewed by students and faculty at museum studies programs across the country.

(This book can be found in the Kagin Resource Center, Humanities Section of the resource library.)

December 6, 2004