



CareerStreet

A Publication of the Career Development Center Macalester College

Vol. II - Issue 8 - February 21, 2005

*"There are no traffic jams along the extra mile."
-- Author: Roger Staubach, Pro Football Hall of Fame*

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Hot Jobs



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

**Sales and Trading
Piper Jaffray & Co.
Minneapolis, MN
Full Time**

Deadline: 3/15/05

Start date: Summer 2005
Piper Jaffray seeks dedicated and motivated individuals to work in entry level positions in our Institutional Sales and Equity Trading areas. These people will work closely with senior salespeople and traders in Minneapolis. Candidates should have demonstrated academic achievement as well as leadership, organizational, and teamwork skills. Experience in sales and an interest in the equity markets is also required.

**Post-Graduate Internship-
International Education
Watson Institute for
International Studies
Brown University
Providence, RI
One year commitment –
Deadline: 3/15/05 (this
application process has**



"Where to go to be in the know..."

**WMCN, 91.7 FM
Thursdays 3-4 pm**

Topic for 2/24/05 :

GOING TO GRAD SCHOOL?

Webcast:

<http://www.macalester.edu/wmcn>
(651) 696-6082

E-mail questions in advance to
dine@macalester.edu.



Counselor's Corner

**DON'T LET STRESS GET THE BEST OF YOU
by John Mountain
Assistant Director,
Employer Relationships, CDC**

Without a little stress in our lives, we may never get out of bed in the morning, but just as stress can be a good thing in moderation, it can be a paralyzing factor if left unchecked. One stress, especially this time of year, can be the search either for an internship or a job. While it can be a challenging process, it doesn't have to become a life freezing activity. There are many things that you can do that might minimize the stress of the job/internship search. Some things you can do include:

Narrow your search- One key element to not only minimizing the

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



Max van Eijk

Max van Eijk is a Macalester Alum from Sweden. He graduated in 2001 with a major in Economics and a minor in Japan Studies. Max now lives in Stockholm, and enjoys a successful career in management consulting. After having graduated from Macalester, Max still finds himself influenced by the values of this institution, and especially by the words of wisdom offered by the Secretary-General of the United Nations, Kofi Annan, at the Macalester commencement of 1998. In the end, as Max and Kofi Annan suggests, perhaps we should all aspire to be a little more like Raul Wallenberg?

CDC: Could you please tell us where you work, and what your current job entails?

Max: I work as a management consultant for The Boston Consulting Group, focusing on strategy and business development.

numerous requirements – don't wait until the last minute!)

The internship is an initiative of the Watson Institute's Choices for the 21st Century Education Program at Brown University. This full-time internship enables one recent college graduate each year to spend a year working as part of a team focused on strengthening international content and civic learning within the core curriculum at the secondary level in the United States. This is a one-year appointment which begins Summer of 2005.

CIT (Counselor-in-Training) and After-Camp Coordinator

**Drumlin Farm Day Camp
Mass Audubon Society
Lincoln, MA**

**Deadline: 3/15/05
Summer 2005**

Drumlin Farm Day Camp provides a hands-on farm and nature experience for children ages 4-14 on a 232-acre wildlife sanctuary and organic farm. The CIT and After-Camp Coordinator has two distinct responsibilities: CIT coordinator works with a team to design and implement the CIT program. This includes a pre-camp training, on-going mentoring and support, overseeing a CIT project, and providing learning opportunities for the CITs throughout the summer. The After-Camp coordinator will oversee the 2-3 After-Camp counselors and coordinate the program logistics. Some hours in the spring of 2005 will be necessary for planning purposes. One overnight at Drumlin Farm is probable.

**VISTA Literacy
Coordinator
AmeriCorps – Carver-
Scott Educational**

stress level of your search, but its potential for success, is to narrow your options. By selecting a few options versus the entire universe your stress level will almost immediately decrease. Think of it like a buffet, your plate is only big enough for a few items, but that doesn't mean you can't go back later if the first round wasn't exactly what you were looking for. Your job/internship is the same way; you only can reasonable handle so many things on your plate. Too many items will not only increase your stress level, but your chances for failure.

Set realistic goals- Don't set yourself up for failure by setting unrealistic goals. If you say this week you are going to contact 15 Mac alums, conduct research on 20 organizations, and have four informational interviews, you are setting yourself up for failure. Start slow to gauge what is realistic. Also, keep your goals fairly near term. By setting weekly goals there is less time to put them off and you can quickly determine if they are realistic versus thinking you will have a "strong finish" to the month to make up for lost ground earlier.

Have a stress outlet- One of the keys to you success will be to have an outlet for the natural stress that is present in a job/internship search. Each person is different, but some examples might be exercise, going out with friends, or just doing nothing associated with your pursuit of a job/internship. It is important to make sure your search time does not creep into every waking moment of the day. Just like you will have normal work hours after you leave Macalester, take the time to "check out" and feel good that you have made progress in your search for the day. There are many resources on campus, including Health Services that can be a great help in finding techniques that can help finding positive outlets for your stress.

These are only a few ways to help make sure that stress doesn't become

CDC: How do you spend your free time, if you have any?

Max: I spend my free time socializing with friends, and doing sports. I like to go swimming, skating, and sailing, depending on the season. I also work with the Swedish National Committee for United World Colleges, as a secretary. Moreover, I participate in an Amnesty International action group focused on protesting against human rights abuses in the former Soviet states.

CDC: What did you do the first months out of college?

Max: I went on a road trip from Philadelphia through the southern part of the US and Mexico to San Francisco.

CDC: Was there anything in particular during your time in college that prepared you for your job?

Max: The many demanding essays and presentations I feel have prepared me well for the high demands on written and oral communication in this work. Study groups and group presentations were also useful in learning how to collaborate and build upon each others strengths within a team.

CDC: Are there any classes or extracurricular work that you wish you would have taken while in college, that would have helped you in your career/job search?

Max: Looking back, I am very happy with the mix of different courses and extracurricular experiences I had while at Mac.

CDC: How did you prepare for the interview of your current job? Did you get any unexpected questions?

Max: Consulting interviews are usually based on discussions of business cases. I believe that good preparation include to learn the common frameworks for structuring business case solutions, to continuously practice going through cases and brainteasers quickly and in a

Cooperative Chaska, MN Full-time, One-year Commitment
Deadline: 3/17/05
Start Dates: April 12, July 10, July 13, August 9 or November 7.
(Must attend pre-service orientation, an all expense paid trip to Chicago).

Carver-Scott Educational Cooperative is a school district that serves a diverse range of people who need individualized or customized education and support. CSEC includes a broad range of alternative and special education offerings for students ranging from early childhood to adulthood and serves over 10,000 people per year across 60 different sites. This position will create new and sustain existing cross-age tutoring programs in several elementary schools. This project includes recruitment, training and coordination of volunteer tutors. Other responsibilities include special event planning, service-learning development, and family literacy development. Knowledge of service-learning, volunteer management and literacy issues is necessary.



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>

an obstacle to your success. If you are looking for other ways to minimize the stress of your job/internship search, make an appointment today with a career counselor at 696-6384. If that doesn't work into your schedule, we have drop in hours from 2-4 everyday as well.

Suggestion Box



PUT YOUR BEST FOOT FORWARD

Occasionally, screening interviews are conducted in person by someone in the company's human resources department. The following will help you put your best foot forward during these meetings, as well as interviews with hiring managers:

Get off to a good start. First impressions are lasting, so don't let a late start or a harried interviewer faze you. What you're encountering isn't necessarily rudeness; it's usually a busy person who would benefit from an able person such as yourself joining the team.

The handshake is important. Once you meet the interviewer, let him or her take the lead. The one exception to this is when the interviewer is standing when you walk into the room and doesn't initiate the greeting. In this case, walk over, introduce yourself and extend your hand. Your handshake should be firm, but not bone-crushing.

Break the ice, relax and focus. The first moments of an interview can be awkward. Experienced interviewers know this and will ask friendly questions about traffic or your trip to the office as a prelude to more serious inquiries. Ease into the meeting accordingly. Small talk at the beginning will give you a few moments to become comfortable.

The Bookshelf

structured way together with friends, but also to read business press with a focus on learning the fundamental drivers and key trends impacting different industries.

CDC: What do you enjoy the most about working?

Max: The chance to learn and rapidly gain responsibility, and the opportunity to work with interesting clients and colleagues.

CDC: What advice would you give a student interested in pursuing the field that you are in?

Max: Start identifying contacts and send your resume out for reviews early, before the fall semester of your senior year starts. Prioritize following through with contact people with whom you have a connection through Macalester, and through previous work or campus interviews, rather than web applications/cold-calling to companies where you do not have any connection. I would also recommend continuously practice case interviews with friends or the CDC.

CDC: What is your dream job?

Max: A job where what I do has a truly positive impact on as many people as possible.

CDC: What is the most important lesson you learned from attending Macalester?

Max: This is an interesting but difficult question to answer. I learned so many important lessons while at Mac. To pick one, I would choose the lesson I learned from Kofi Annan's speech at the graduation ceremony of the class of 1998. What I learned from Kofi is that we should, as gifted and extremely privileged individuals, aspire to more than just creating a comfortable life for ourselves. Kofi exemplified his point using the story of Raul Wallenberg, a Swedish diplomat who used his power as a diplomat in Budapest during World War II to issue Swedish passports to thousands of Jews to

[/cdc/recruitcurrent.pdf](http://cdc/recruitcurrent.pdf)

Web Watch



2005 Hispanic Magazine Corporate 100

2005 Hispanic Magazine (January/February 2005, Vol 18, No. 1/2) has created its annual list of **Corporate 100** - the 100 companies providing the most opportunities for Hispanics. Selection was based on the firms' diversity training, recruitment efforts, ethnic representation on their boards and other minority business initiatives. Funding provided for Latino-related scholarships, grants and philanthropic donations are also factored into the selection process, as is a company's overall image in the Hispanic community. Check out the list at:

<http://www.hispaniconline.com/buss&finn/corp100-2005.html> The magazine can also be found in the CDC newspaper rack in the Kagin Resource Center, located on the main floor.

Tip for students: These lists can provide a starting point for all students – not just, as in this case, Hispanic/Latino students. If a company has a reputation for diversity and inclusiveness, it generally means a better working climate for all of its employees.

Upcoming CDC Events

Resume Writing Workshop

Feb. 21, 2005
12-1 pm



"Out in the Workplace. The Pleasures and Perils of Coming Out on the Job"– Edited by Richard A. Rasi, D. Min. and Lourdes Rodriguez-Nogues, ED.D. 1995.

This book is a wonderful collection of true stories written by men and women who have faced hardships and happiness while coming out on the job.

Read about an obstetrician-gynecologist who came out to a group of potential doctor colleagues; the journey of a gay man who went through seminary; and an African American woman who helped transform Wellesley College's implementation of its policy on non-discrimination.

The book also contains a chapter on understanding the rights of a gay person. It includes the history of non-discriminatory legislation, suggestions of things to consider when entering into an employment contract, and then offers practical advice to being out in the workplace.

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

Featured Article

GETTING INFORMED ON THE INFORMATIONAL INTERVIEW

What is an informational interview? An interview you initiate, the goal is to gather information about a field or career, not to get a job. It's a great networking tool and can help you build a circle of contacts in the field.

Who do I interview and how do I arrange it? Take stock of people you know. Are any of your family,

protect them from the Nazi's terror, despite the great risks into which this put himself. After telling Raul's story Kofi asked: When there are so many talented and able people in this world, how come there are so few Raul Wallenbergs? What I take from this is that many of us will get opportunities to do something of greater use to society, and we should realize those opportunities, because if we, as extremely privileged individuals do not, who else can we expect to take on those challenges?

CDC: Thank you for speaking with us, Max. We wish you all the best with your career. Come back and visit us at Macalester soon!

Sophomore Syllabus

WHAT'S YOUR MAJOR? by Mary Emanuelson Career Counselor, CDC

Registration for fall classes is fast approaching. Second year students have the added pressure of declaring a major field of study. Many questions will be asked of you by family, friends, professors, employers – etc, etc, etc. Are you ready to answer? Are you ready to decide?! While these individuals are well-intentioned, your values about your Macalester education may differ from theirs. Everyone doesn't "get" the liberal arts approach. Simply put, you have lots of different options with lots of different majors. Many people are very focused on the end result -- especially those who may be assisting you with those darn tuition payments. We want to help you stay challenged and energized by this process and focus on the main player -- you.

Here are some coping mechanisms that may help you investigate your options and make an informed decision that is good for you. Please notice that we said good, not best decision. There are many good options and the notion that one right decision exists is a fallacy.

Campus Center 206

MN Private Colleges Job and Internship Fair

Feb. 22-23, 2005
Minneapolis Convention Center

Resume Writing Workshop

Feb. 24, 2005
4:30-5:30 pm
Campus Center 214

Non-Profits for Political Science Majors

Mar. 10, 2005
4:30-5:30 pm
Carnegie 204

Government Employment for Political Science Majors

Mar. 31, 2005
4:30-5:30 pm
Carnegie 204

Women & Gender Studies Career Night

Apr. 14, 2005
5:30-8 pm
Old Main 4th Floor



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:

["Financial Advice for Your Twenties"](#)

Featured Fellowship

friends, neighbors or professors working in the field? If you don't know anyone in the field ask people you know if they know anyone in the field. Alternatively, call a company and ask for someone by position rather than name. When asking for the interview, state your objective. Try something like, "Hello, my name is (your name) and I'm a (your major) major at Macalester College. I am interested in a career in (blank). Would you be willing to spend 15 to 20 minutes with me discussing your career? Make sure you are flexible with dates and times.

What should I have prepared?

Know what information you're looking for and bring your questions with you. This shows you're prepared and respectful of their time. First impressions are important so present yourself as someone who is very interested in the field and is a possible future professional in the field. Stay focused during the interview. While the atmosphere isn't as formal as in a job interview, your tone and conversation should remain professional.

What questions should I ask?

1. What is your educational background? What education and training is required to get a job in this field?
2. What skills/qualities do you think are necessary to be successful in the position?
3. What do you find most interesting or rewarding about the job?
4. What is the most challenging aspect of the position?
5. Are there opportunities for advancement?
6. What is the typical salary range in the field?
7. What is the employment outlook for the position/field?
8. Is there anyone else who you think I should talk to? (Make sure to get their permission to use their name as a referral

1. Conduct occupational research.

The Career Development Center homepage has lots of information pertaining to fields/occupations that typically align with different majors. Take a look at *The Vault*, a huge database that will give you career overviews with industry and occupational profiles. The password for this is available through the CDC. Under the student section of our homepage you will also find a category called "Resources by Major". This has extensive career path information on topics such as occupations, graduate programs, and hiring projections.

2. Talk with faculty. They had to make these decisions once too and will have a perspective relative to their own discipline.

3. Look at the career paths of Macalester alumni. You can access this information at the CDC by talking with a counselor who will help you conduct a search based on geographical area, graduate school and major or field of work.

4. Sit down for an individual appointment with a Career Counselor. Perhaps it's a good time to complete a personality inventory like the Myers Briggs Type Indicator or an interest survey like the Strong Interest Inventory. We provide a neutral listening ear and no vested interest in the outcome beyond that you make a rewarding and challenging choice that matches your goals.

5. Ask a professional who has been out in the world of work, perhaps an internship site supervisor, about their undergraduate major. This is an important decision but you'll find many people who stray far from their original field of work after a time.

6. Take care of yourself. Neglecting good common sense wellness concerns such as eating, sleeping and exercising is not going to help you to be of sound mind and body, essential elements during healthy decision making.

**THE FUND
FOR
THEOLOGICAL
EDUCATION
2005-2006
UNDERGRADUATE
FELLOWSHIPS**



The Fund for Theological Education is one of the leading advocates for excellence and diversity in pastoral ministry and theological scholarship. The Fund enables gifted young people from different racial and ethnic backgrounds within the Christian faith to explore ordained ministry as their life's work.

Current sophomores and juniors with not less than 3.0 cumulative GPA may apply. Applications are available at <http://www.thefund.org/> or by calling (404)727-1450. Benefits include:

- a **\$1,500 stipend** to use for educational expenses;
- attendance at the **2005 Summer Conference on Excellence in Ministry** to learn about ministry and theological education; and
- an additional **\$500 for use in being mentored** in the exploration of vocation.

Application deadline is March 1, 2005.

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

when contacting the person they have suggested.)

How do I conduct the informational interview? Arrive properly dressed, prepared and on time! If you're unsure of what to wear to the interview ask about appropriate dress when you're setting it up. Bring your questions, paper and pen with you so you can jot down key points. If you're worried note taking might distract you, ask the person you are interviewing if they mind you tape recording the interview. Finally, be respectful of their time. If you've requested one hour, don't come with only three questions. On the other hand, don't request 30 minutes and keep them for an hour.

How do I conclude the informational interview? First and foremost, thank them for taking the time to speak with you. It is also a good idea to ask them if you can contact them in the future should you have any further questions. Finally, make sure to send a formal thank-you note within one week of the interview.

(Source: What's Next" by Ileana Brito, JobPostings, February 2005.)

Grad School Notes

GRADUATE SCHOOL INTERVIEWS

Some graduate schools require applicants to be interviewed. An interview offers the school the opportunity to find out how the person thinks and approaches problems. The applicant may be asked to deal with controversial issues and would do well to think about some possibilities ahead of time. Consider the following:

- What are the questions that might be asked?
- What is this program seeking in applicants?
- What do you have to

7. Consider personal counseling if the stress is getting to be too much. Our staff psychologists will assist you in a number of different ways to help you manage your anxiety or confusion. Call 696-6275 for more information.

8. And finally, realize that while declaring a major is an important decision, it is virtually impossible to make a wrong or "fatal" error. You simply cannot irreparably sabotage your quest for a meaningful and productive career. Many other factors such as internships, fellowships, employment, research and study abroad shape where you will go in life. Have faith in yourself!

First Year Focus

STAYING HEALTHY

Feeling well, being well, and doing well rely on proper nutrition and rest. While it's fast, cheap, easy, and tempting to order a large pizza every day in college, you probably never really did that back at home with any consistency -- and you probably don't realize how much it will hurt you if you do it now!

The "freshmen 15" has become a common moniker for the roughly fifteen pounds that so many students gain during their first year. But not only is weight gain a problem, the fatigue and lack of energy produced by eating the "wrong foods" over the course of several months can be devastating and can sharply interfere with your abilities to go to class, to have fun, and even to function!

If you've never been taught to "eat right" before, our best advice is to consult with the staff at Macalester Health Services/Counseling at Winton Health Services and be absolutely certain to get regular exercise on a daily basis. If you think a few minutes of physical training hurt now, wait until you see how terrible you'll feel without them by the end of the semester! Also remember to drink at least 6-8 glasses of water per day. Water cleanses the

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**

contribute to the program and the field?

- How will you benefit from the program?
- How will the program contribute to your career goals?
- What do you want the interviewer to know about you?
- What are some questions you would like to ask? (Be sure these are based on preparation.)

Tips for preparing for interviews:

- Practice the interview in the mirror.
- Practice the interview with a career counselor and discuss feedback and suggestions
- Use video equipment to record your practice interviews
- Research the school, program and your qualifications and characteristics

body... even of fat! You wouldn't wash the outside of your body with soda (or even with juice!) so don't try washing the inside of your body with too much of those same beverages! And even if you eat/drink the right food, too many nights with less than 8 hours of sleep are going to leave you feeling just as sluggish, unproductive, and unhealthy.

In college, you can choose when you want to sleep and when you want to eat... just remember to do the right amounts of both!

(Source: CollegeFreshmen.net)

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February 23, 2005