



CareerStreet

A Publication of the Career Development Center Macalester College

Vol. II - Issue 12 - May 2, 2005

**"You have to deal with the fact that your life is your life."
- Alex Hailey**

Did You Miss An Issue?

[View Previous Issues Here](#)

How do you like the CDC CareerStreet Newsletter?



This is the final issue for the spring '05 semester. We would appreciate your feedback. [Please complete this brief survey](#) in order for us to evaluate how we may further provide the information you need.

Thank you for your support.



[PDF Printer Friendly Version of Newsletter](#)

Upcoming CDC Events

**SENIORS...
CAP AND GOWN
PICK-UP**



Wed., May 11
9 AM - 4 PM
Career Development Center
Kagin Commons, 1st Floor



Hot Jobs

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

**Jobs with Justice Intern
Jobs with Justice**



Counselor's Corner

**STAYING CONNECTED
by John Mountain
Assistant Director,
Employer Relationships, CDC**

With this being the last issue of CareerStreet for this school year, it seemed only fitting to pull everything together for the final issue. You have done so much work getting prepared to be selected for the position you want, so make sure you don't waste all that effort by forgetting what got you there. One way to ensure that you don't lose all the benefits of your hard work is to stay in touch with all the contacts you have developed.

You might think that once you have your job, the need for networking is over. While the intensity might decrease, the importance of staying connected with your current contacts and in fact, expanding that network is always critical. These connections may help you in your current position, by having a network of resources to tap into when a particular question arises, or in the future when you or a colleague are looking for a new opportunity.

A key component of making your contact list effective is making sure it is accessible. It can be as simple as a handwritten piece of paper or as complex as an elaborate spreadsheet. The main point is that it is in a central

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



**CONGRATULATIONS
CLASS OF 2005!**

**TAKING THE NEXT
STEP**

With graduation coming soon, many of you are looking for employment, considering graduate schools, and preparing for professional positions. The Career Development Center will be open over the summer to assist you in these areas and more.

**CDC SUMMER HOURS
Effective
5/16/05 - 8/26/05**

**Monday through Thursday
8:00 AM - 5:00 PM
Closed on Fridays**

If you are moving out-of-state and need assistance, feel free to send an e-mail to cdc@macalester.edu or set up a telephone appointment by calling (651) 696-6384. If you are looking for positions currently or are looking for professional tips, see the list of helpful websites under the **WEB WATCH** section of this newsletter.

Congratulations on your graduation and good luck in the future!

Junior Jumpstart

**TIPS FOR
CONTACTING
MACALESTER
ALUMNI**



**Washington, DC
Summer, Fall, Winter,
Spring positions**

Semester or summer long opportunities: Field Intern, Program Intern, Student Labor Action Project Intern.

This is a national coalition of labor unions and religious, civil rights, women's, student, farm, and community organizations working together at the local level to defend and expand the rights of working people. Interns should have an interest in the labor movement and/or issues affecting working people.

**Puppet Wagon Coordinator
The City of Shoreview Parks
& Recreation Department
Shoreview, MN**

**Part Time Summer Position
(10-15 hours per week)
Deadline 5/15/05**

Wage: \$9-10 per hour
Coordinator writes their own scripts, designs the puppet sets, constructs the puppet characters and works with the playground staff for the production and performances. A theater background and an interest in entertaining children are preferred.

**Lincoln Park Zoo
Conservation Assistant
Lincoln Park Zoo
Chicago, IL**

**Full Time Position
Deadline: 5/14/05**

The Conservation Assistant will assist the Director of Conservation and Science with administrative, clerical, conservation and research, and other matters that pertain to departmental operations. Along with specified duties and as instructed by the Director and dependent on background and capabilities, participate in research and/or projects in population biology, data management, or other aspects of cooperative breeding programs. Knowledge of basic zoology or

location and is easy to update. If you get in the habit of taking the extra minute to update your contact sheet as you meet new people or a person's contact info changes, you will be amazed at how quickly your contact sheet will grow with contact names and resources.

Now that you have updated your contact list, try to do your best to keep in touch with them in the future. Just like it would be foolish to do hours and hours of research for a paper and then never write it, the same thing applies with doing all the work to cultivate these great connections and then just let them be forgotten over time.

Both as an undergrad and as you progress in your career, an effective way to further develop your network is by joining industry/occupation specific associations. This a fantastic way of communicating with people working in similar fields, expanding your current network, and keeping up to date on industry trends and events.

Just like networking doesn't end once you leave Macalester, the same thing can be said for using the resources of the CDC. Our resources are available to all Mac alums, not just current students. For graduating seniors, feel free to contact us anytime. To give you an idea of the range of alumni the CDC meets with, in my short time at Macalester, I have worked with alumni ranging from December '04 graduates to an alum who graduated fifty years ago! While they might differ in age, their core intent is very similar. They are looking to explore what options are out there and what tools can help them get there. The CDC can help you get where you want to go, not only now, but in the future.



When you are exploring occupations or conducting a job search, Macalester College alumni can be helpful to you in your search for information. The following suggestions will enable you to make your contact a valuable and enjoyable experience for you and the alumni with whom you speak.

Some Reasons to Contact Alumni

- * You are a student exploring different occupations and would like to talk with people who have positions in your areas of interest.
- * You have decided what type of work you want to do, but need to talk about different workplaces in which these people are employed.
- * You are considering graduate or professional school and would like to talk with someone who is a graduate or a current student at a particular school.
- * You are conducting a job search and need to get advice from someone working in your chosen field.
- * You will be working in another part of the country or world and want the perspective of someone working or living there.

How to Find the Appropriate Individuals

- * Resources are available in the Career Development Center , which were developed to help you locate appropriate alumni to contact for information.
- * The Alumni Resource Network contains data about alumni who have agreed to be contacted by students and other alumni seeking career and education information. The surveys provide information about current positions and employers, education, and how the people want to be contacted.

Appropriate Use of Alumni Information

- * The Alumni Resource Network is intended for use by Macalester students, alumni and friends as a source for information related to career and

biology preferred.

**Legal Assistant
Willkie Farr & Gallagher
LLP**

**New York, New York
Full Time Position
Deadline: 5/8/05**

Willkie Farr & Gallagher LLP is a top tier law firm. They are seeking highly-qualified graduates for entry level legal assistant positions in the Litigation and Bankruptcy departments. They offer the opportunity for challenging work on diverse transactions and cases. A two year commitment is required.

**Research Analyst
The CoStar Group
San Diego, CA**

**Full Time Position
Deadline: 5/11/05**

Challenging opportunities available in market research that allow you to use analytical skills and to learn about commercial real estate. Successful candidates should have the ability to learn and apply procedures and concepts, analyze and review data, work with facts and figures as well as possess an aptitude for computer-based technology.

**Coordinator, International
Program**

**Government Accountability
Project (GAP)
Washington, DC
Full Time Position
Deadline: 5/12/05**

The Coordinator reports to the Director of the International Program. Programmatic activities include advocating stronger disclosure mechanisms for reporting fraud and corruption in international institutions such as the World Bank and United Nations, advising governments on effective whistleblower protection legislation and evaluating employee free speech protections in multilateral

**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:

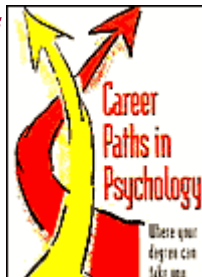
**"How to Buy a
Cell Phone "**

The Bookshelf

**"Career Paths
in**

**Psychology:
Where Your
Degree Can
Take You" -
Author**

**Robert J.
Sternberg,
American
Psychological Association,
Washington, DC, 2000.**



Few fields of study offer more career opportunities than does psychology. This book is about those career opportunities. They are diverse. They are challenging. They are fun. And, for the most part, they pay well. Moreover, even within a single career, the variety of challenges and activities will interest even the most easily bored individuals.

This book is divided into four main parts. Each of the parts considers a different facet of career paths in psychology: careers in academic organizations; careers in clinical, counseling, and community psychology, usually through private practice; careers in nonacademic organizations; and careers that cut across these various kinds of settings. As **Career Paths in Psychology** illustrates, the range of work

graduate school only. It is not appropriate to use this list for any other purposes or to distribute contact names from this list to persons outside the Macalester community.

Guidelines for Contacting Alumni

* Know why you are contacting this person (for information and a personal perspective on an occupation or for suggestions about conducting a job search in the field, but not to ask the person for a job).

* Prepare a list of questions ahead of time so that you can make the best use of your time with an individual.

* Make an appointment or arrange a telephone conversation. Identify yourself as a Macalester student and be clear about the purpose of your request for information. You could request 20-30 minutes for an information interview.

* Prepare a brief introduction of yourself for the interview so that the individual can be more helpful to you.

* The Career Development Center has a handout entitled, **"Information Interview Guidelines"** which is useful to those exploring different fields. You will find resources on networking and information interviews on the CDC web site and in the CDC Resource Library. Counselors are available to discuss career planning and job search concerns.

* Asking for referrals to other people that your contact person believes could be helpful to you allows expansion of your network.

* Be sure to send a note thanking the person with whom you spoke.

While you may not be able to provide information to the person who helped you, you can pass on the favor by being a resource person in the future for Macalester students and alumni interested in your work or education.

Sophomore Syllabus

development banks. Familiarity with economic globalization and international human rights issues. Facility in a language other than English preferred. Position is open as of May 1



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>



Suggestion Box

TOP 10 TIPS FOR INTERNS

1. Don't be afraid to talk with people.

Don't be intimidated because you are a student. People are sometimes too busy to roll out the red carpet so you have to make the first move to talk with coworkers and supervisors.

2. Ask for things to do. Don't wait to be told what to do. Solving problems and taking initiative are the best ways to stand out from the crowd.

3. Learn all you can about the industry. Talk with people in different departments as well as clients and vendors.

4. Read everything you can get your hands on. You won't find everything you need to know in the training manual. Reading contracts, letters, memos, press

available to psychologists goes beyond the traditional stereotypes of laboratory researcher or individual therapist.

In this book, several psychologists who have achieved great success in a variety of areas discuss their work: what got them into it, what they like and don't like about it, what a typical work week is like in their chosen specialty. They offer advice, information, and the inspiration of their own career paths. *Career Paths in Psychology* is the ideal guide for anyone contemplating a career in psychology: students, recent graduates, career-changers, or psychologists looking for new challenges.

(This book can be found in the Kagin Resource Center, Social Sciences section.)

Featured Article

BEYOND THE APPRENTICE: What Young Employees Really Need to Know to Succeed in the Business World
by Alexandra Levit

"When I landed a job in a top public-relations firm after my college graduation, I thought the toughest part of my entry into corporate America was over. I dumped my extra resumes in a recycling bin and eagerly awaited a paycheck that would scarcely cover my rent. I looked forward to worldly business trips, stimulating office brainstorming, and hanging out with my co-workers every Friday at happy hour.

The business world, however, as millions see on NBC's *The Apprentice* every week, is another animal entirely. Today's employees technically have more occupational choices than previous generations, but since the turbulent economy has limited our options, we face escalating

MAKE THE MOST OF YOUR SUMMER JOB!



Tips About Becoming Successful in Your Summer Job

- * Identify the decision-makers and approach one as a possible mentor.
- * Learn the organization's culture.
- * Learn about your position by reviewing previous employee's memos, files, etc.
- * Meet your colleagues and remember that your support/administrative staff are crucial members of your team.
- * If you don't know, ask.
- * Thank people for their assistance.
- * Keep up with current news, especially that which affects your organization.
- * As you become acclimated to your position, seek new and diverse responsibilities.
- * Do more than the minimum, and let your supervisor know that you aspire to move up in the organization.
- * Refrain from gossip; you could hurt yourself and others.
- * Communicate, communicate, communicate.
- * Keep your sense of humor.

First Year Focus



TRANSITIONING TO LIFE AT HOME AGAIN

As you transition to life at home after your first year at

Macalester, remember that home may have changed as much as you have. You may have had experiences which are truly self-defining and you have had the chance to develop your individuality and independence. For the past year you have been making your own decisions regarding every aspect of your life: when to eat, study, socialize and sleep.

To make your transition to home easier, remember the following:

releases and trade publications will help you become informed on all elements of the business.

5. Don't gripe about the grunt work. There is always something more to learn. How long you do grunt work depends on what you make of it. Everything has a purpose, so learn how the small tasks fit into the big picture.

6. Milk the fact that you are a student. As a student, you aren't threatening and can have more access and opportunities than a full-time employee. Everyone wants to help a student learn.

7. Hitch your wagon to a star. Learn from the people who are the superstar performers and most respected individuals in the office.

8. Get in the information loop. Decisions aren't always made in a conference room.

9. Ask to attend meetings and events. You will learn how things really get done.

10. Don't burn any bridges. You never know when you will see someone later in your career.

(Source: Bradley Richardson, YoungMoney.com.)

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](#)

uncertainty about our careers. Here are six tips to help you win at the business world's game:

Develop a marketable corporate persona: Think of yourself as a publicist with the task of promoting you. Learn to capitalize on your skills, succinctly assert your achievements, and project a corporate persona -- or your most mature, professional, and competent face.

Establish profitable relationships: Business networking is a valuable tool to gain information, increase your visibility in your field and make connections that will help you move forward in your career. Seek out new contacts and potential mentors whom you like and admire and whose interests you share. On the home front, don't expect your boss to figure out what you're all about. Determine her priorities, find out what she wants from you, and brainstorm ways to surpass her expectations.

Master transferable skills such as goal setting, effective communication, and time management: You might not know exactly what you want to do with your life, but transferable skills will serve you well no matter what future path you decide to pursue. Make your time count now by working with your boss to set specific, reasonable, and attainable goals for your present position that will help you advance to the next level.

Stay motivated despite trying circumstances: There's no doubt that the business world can be frustrating, but remember that you can choose your response to your environment. If you make a conscious decision to begin each day with a positive outlook, negative conditions at work can't take that away from you. Aim to increase your self-awareness so

1. Communicate with your parents and family.
2. Be considerate (it goes a long way).
3. Remember that change is good. Let your parents know about tattoos, piercing and hair color before you get home. Do not go for shock value!
4. Younger siblings and pets may respond to you differently (they don't understand why you left).

These are but a few suggestions to ease the way home.

Grad School Notes

GRADUATE SCHOOL PROCESS

If you are considering graduate school after Macalester, you will want to check out the article from the **Black Collegian, April 2005** issue, [How to Successfully Manage the Graduate School Process](#).

For many students, that process, and perhaps the environment of graduate school, is unfamiliar. As a result of that unfamiliarity, they are confused and uncertain about graduate school. Some students quickly make the necessary adjustments; some get frustrated and respond inappropriately, and some never figure out what's happening. In any case, these pointers are provided to help graduate students anticipate situations and avoid potential problems. (Although the focus is graduate school, a great deal of this information applies to undergraduate school, as well). At the end of these suggestions is a "how-to" graduate-school preparation guide.

Web Watch



The following list of web sites may be helpful in looking for current employment positions or professional tips:

[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.



SUMMER HOURS
Effective 5/16/05-8/26/05

Hours: 8 AM - 5 PM
Monday - Thursday
Office closed on Fridays

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

you can better understand your emotional hot buttons.

Get people to cooperate:

Always keep in mind that other people don't care what you want -- they want to know what's in it for them. By approaching negotiations with an attitude that allows both parties to win, you'll be more effective at eliciting cooperation and ultimately getting what you want.

Be proactive about your career growth:

Approach your performance review strategically by soliciting feedback on your progress, identifying new goals and growth opportunities and hammering out a long-term promotion plan. When asking your boss for a raise, be prepared with a list of contributions that have positively impacted the bottom line.

When you're struggling to survive in a corporate job, it might be an achievement just to make it through the day. But if at any point you feel like taking these steps is not worth the effort, just consider how much time you are likely to spend in the business world. Assuming you work from age 22 to age 65 for 235 days a year, you'll be on someone else's clock for about 80,000 hours, or one tenth of your life. Isn't it only fair that you do everything you can to create a rewarding job experience?"

(Source: Author, Alexandra Levit, is a Twenty-eight-year-old who worked for a Fortune 500 software company and an international public-relations firm before starting Inspiration @Work, a marketing communications consulting business. Levit is the author of They Don't Teach Corporate in College: A Twenty-Something's Guide to the Business World (Career Press 2004) and writes and speaks frequently about the workplace issues facing young employees.)

www.careersearch.net/macalester

User ID: macalester
Password: career

CareerSearch allows you to search for organizations based on type of field, company size and location. You can also obtain an in-depth perspective of most major metropolitan areas in the United States and gather salary information for thousands of positions.

www.experience.com

This is an excellent resource for students and young professionals beginning their careers. **Experience.com** has career research information, resume posting opportunities, job listings and information about the latest workplace trends.

www.erecruiting.com

The Career Development Center is using **eRecruiting** to coordinate the job postings received by the CDC (postings received by mail or fax, however, are filed in the CDC Resource Library). **eRecruiting** enables students to easily register personal, academic and work experience information with the career center, upload resumes and cover letters, search for jobs. (This is the same as Grand Avenues on the CDC & Macalester Internship web sites.) Alumni can access by entering the username and password below:

Username: MacalesterAlum
Password: Alumni

www.campuscareercenter.com

As a member of CCC you can apply for jobs, collect information on companies, and get job interview and resume writing tips.

<http://collegerecruiter.wantedjobs.com/wjo>

[/search.jsp?cb=collegerecruiter](#) This web site allows you to search for job postings on multiple web sites.

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May 2, 2005