



CareerStreet

A Publication of the Career Development Center Macalester College

Vol. III - Issue 5 - November 21, 2005

"An individual has not started living until he can rise above the narrow confines of his individualistic concerns to the broader concerns of all humanity." - Martin Luther King, Jr.

Did You Miss An Issue?

[See Previous Newsletters](#)



[PDF Printer Friendly Version of Newsletter](#)

Hot Jobs



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

Special Projects Coordinator New Profit, Inc. Cambridge, MA Full Time

Deadline: 11/30/05

New Profit is a national venture philanthropy fund designed to provide the necessary support for social entrepreneurs to achieve their visions. We provide multi-year financial and strategic support to a portfolio of organizations focused on a range of issues including childhood literacy, college access, workforce development, and civic engagement.

Program Coordinator for the Legal Hotline New York City Bar New York, New York Full Time

Deadline: 11/30/05

Provide information, advice, brief services and referrals to Legal Hotline callers. Provide administrative support for Hotline and projects.

Counselor's Corner



THE SMALL DETAILS CAN MAKE A HUGE DIFFERENCE

by John Mountain,
Assistant Director Employer Relationships
Career Development Center

When conducting a job/internship search it is easy for critical details to be forgotten, because you are so focused on additional research, networking, or prepping for the next interview. It is imperative that you keep an eye on these details so that it sets you apart from other candidates.

Most of the items I list below are not that unique and seem very obvious on the surface, but you would be amazed at how few candidates take the time to do them. I worked in Human Resources for over ten years before coming to Macalester and I can tell you first hand that some of these nuances can make all the difference in a hiring decision.

Do your research on the company/position/industry-

You need to be able to articulate why you are interested in this particular area. There is nothing more frustrating for the interviewer than a candidate that can not communicate why they are sitting in front of them. You need to convince that person of your rationale for pursuing this opportunity, beyond saying that it is a "great company and a good

Macalester at Work

by Eileen Fitzpatrick, '06
CDC Student Staff



Ruth Janisch Lake
Leadership & Literacy
Coordinator
Community Service Office

Ruth Janisch Lake, a new mother and Twin Cities native, earned both her Bachelors and Masters degrees from the University of Minnesota. We asked her to speak with us about her career and education decisions, and she shared her excitement about having a job that she loves, and the difficulty of balancing that enthusiasm with her personal life.

CDC: Where did you do your undergraduate work, and what was your specialization?

RJL: I did both my undergraduate and my graduate work at the University of Minnesota in the Twin Cities. I have a Masters of Education in Recreation, Park, and Leisure Studies. As an undergrad, I designed my own major, and it combined Pre-law, American

**Entry-Level
Financial Training
Program**

**Bloomberg
New York , New York
Full Time**

Deadline: 11/25/05

After a three-week training program on the financial markets and the Bloomberg Professional system, you will assist our clients by providing Bloomberg solutions in a consultative manner to resolve their business needs.

**Information Analyst
Academy for Educational
Development**

Washington, DC

Full Time

Deadline: 11/27/05

Serve as a member of the Development Information Services project Donor Coordination team and will provide timely and thorough research, analysis, coordination and information dissemination services in support of the activities of Donor Coordination and Outreach.

Tour Consultant

**EF Education
Cambridge, MA**

Full Time

Deadline: 11/30/05

Start date: January 2006

You will work closely with educators to sell and organize group travel programs. Whether selling domestic tours for Explore America, or international tours for EF Educational Tours, your greatest assets will be your sales ability and your enthusiasm for educational travel.



corporate citizen”

Show up early to your

interview- Many times the expectation of the organization is that you will be there in time to fill out a formal application before your interview. Arriving right at the interview time might actually be late from their perspective. Also, make sure you have all your employment history and references available with you for the interview. There is nothing that can derail your interview faster than sitting in the lobby frantically looking through the phone book for the number of a previous employer right as the interviewer walks in.

Get the names of everyone you

meet- This is very important to make sure you can follow up with them on the status of the hiring process and also to send thank you notes. Speaking of which.....

Send thank you notes- Be it email or a thank you card, the most important thing is that you send it! Not that sending a thank you note will guarantee you the job/internship, but it is important to find ways to differentiate yourself. So, by merely sending a quick note of appreciation, you send an impression to the interviewer of your interest in the position and the organization.

To learn how you can make your job/internship search more successful, make an appointment today at the CDC, by calling 696-6384.

The Bookshelf

**"A Guide to
Careers in
Community
Development"**

**- Paul C.
Brophy and
Alice
Shabecoff,
Island Press, Washington, DC**



Indian Studies, and Outdoor Recreation.

CDC: How did you decide to focus on that as an undergrad?

RJL: Initially, I thought that I would be a sociology major and so I chose to complete a lot of my sociology classes first, thinking that I would get the classes for my major out of the way. During my junior year, I started to take a lot of elective courses and I found all these other areas of interest that I just didn't even realize you could major in. Having found my areas of passion so late in my undergrad experience, I ended up designing my own major.

CDC: What influenced your decision to go to grad school?

RJL: Really it was the opportunity to focus more on one particular content area. I had studied a lot of different things as an undergrad. After I graduated, I completed two years of service as an AmeriCorps member, and that helped me decide what area I wanted to focus on in graduate school – experiential learning and outdoor recreation.

CDC: What was your first job out of graduate school?

RJL: I was the director for the Center for Outdoor Adventure at the University of Minnesota. I had a fellowship with that organization during graduate school, and they were able to turn it into a full-time paid position to keep me on board after graduation. It was a great opportunity to continue to work within higher education and build additional professional experience, too.

CDC: How did you find your way to community service as a career field?

RJL: That's a great question. Between undergrad and graduate school, I served for two years as an AmeriCorps member in North Minneapolis, and then I was hired on as a full time program director at the University

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

Orientation to 2006 MN Private Colleges Job and Internship Fair

Tue., Dec. 5
12-1 pm
Kagin Commons
Alexander G. Hill Ballroom

Orientation to 2006 MN Private Colleges Job and Internship Fair

Thu., Dec. 7
12-1 pm
Kagin Commons
Alexander G. Hill Ballroom

(NOTE: The 2006 MN Private Colleges Job and Internship Fair will be held on 2/28/06-3/1/06.)



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:

["Holiday Travel Bargains"](#)

2001.

Community development - the economic, physical, and social revitalization of a community, led by the people who live in that community - offers a wide range of exciting and rewarding employment options. But until now, there has been no "road map" for professionals, volunteers, students, or anyone wishing to become involved in the field.

A Guide to Careers in Community Development

describes the many different kinds of community development jobs available, ranging from community organizing, to financing housing and new businesses, to redeveloping brownfields. It offers advice on how to break into the field along with guidance for career advancement and lateral movement.

Jim Scheibel, Executive Director, Project for Pride in Living, Inc., Minneapolis, Minnesota states that, "Through stories about people and neighborhoods, Brophy and Shabecoff show us that community development is dynamic and alive. This is a 'how to' manual for community building - *how* to combine passion and heart with entrepreneurial skills, as needed for the future health of communities both urban and rural. Reading for activists, elected officials, developers, bankers, and all who care about the future of our communities!"

This book can be found in the Kagin Resource Center, Non-Profit Section of the CDC resource library.)

Senior S.L.A.M.

DRESS FOR THE WORKPLACE

It will soon be time to trade your jeans and t-shirts in for a suit or

YMCA. My work at the UYMCA was focused on developing the ethical leadership capacities of college students in the context of social justice issues. It was a great fit for me because so much of my work was focused on connecting student leaders with the greater twin cities community. It was a wonderful opportunity to pair my passion for nonprofit work and community building. After I left the University Y to pursue graduate school full-time, I found out that I missed that work, and so I am very fortunate to have found my way to Macalester!

CDC: How did you find this position at Macalester?

RJL: Upon completing my graduate studies and working with the Center for Outdoor Adventure, I moved out to southern Oregon where I was employed by the county to work with recreation and mental health issues. After a year or so, my husband and I needed to return to the Twin Cities, so we put some feelers out for jobs. I was looking specifically in higher education and was really hoping for something in service, and the position opened up at Mac.

CDC: What past experiences have been the most useful to you in your current projects?

RJL: For my job in the Community Service Office, having been a student leader myself, and having been involved with issues related to social change when I was an undergrad, has been really helpful. I reflect back on my experiences as an undergraduate a lot as I connect with students now. Also, having worked previously with many different local nonprofits and schools has been very helpful as many of those relationships are important in my daily work now.

CDC: What do you enjoy most about your job?

RJL: Connecting with students. I think it's a unique opportunity to work within higher education and be present during such an amazing point and transition in people's lives. I am constantly

Suggestion Box



HOW TO SHAKE HANDS

1. Extend your hand and grip the other person's hand so that the web of your thumbs meet.
2. Shake just a couple of times. The motion is from the elbow, not the shoulder.
3. End the handshake cleanly, before the introduction is over. If you want to count, a good handshake is held for three or four seconds.
4. Be sure to offer a firm handshake and make good eye contact at the same time.

(Source: Business Etiquette for Dummies-
http://www.youngmoney.com/careers/job_hunt/041203)



Web Watch

IDEALIST.ORG

PC magazine, in naming its Top Ten websites says this about [Idealist.org](http://www.idealists.org): "Here you'll find everything dot.org. If you're looking for a worthy cause to get involved in, make **Idealist** your first stop. This site helps potential employees, volunteers, and interns find meaningful work at more than 40,000 organizations worldwide. In addition, it provides resources for job hunters, non-profit managers, and anyone interested in the range of services and initiatives these organizations represent."

There truly is something for everyone on this site. Students with a specific focus will find information to help get their job/internship search process rolling. "Undecideds"

khakis. This transition doesn't mean you have to sell your sartorial soul or "give into *the man*". But it does mean you will need to pay attention to what is in your closet and what you wear around others.

We've all heard the advice to dress for the job you want, not the job you have. Sometimes that works - other times your co-workers will just want to know if you have a job interview! Rule of thumb, take cues from your co-workers. If you work in a more creative environment, you can play with your colorful side. Traditional business environments tend to be more conservative, but you can still express yourself in an appropriate and affordable way through accessories (think Target, H&M, etc.) Take a look around to make sure you are still within the norms of your workplace culture. When in doubt, err to overdressing versus being too casual.

A study by the Society for Human Resource Management found about 55 % of employers allow casual dress once a week, down from 60% in 2001. What is business casual? It typically means slacks and collared shirts for guys and skirts/nice pants for women (not suits). Other categories you might run into are business informal (ties and/or blazers) and business formal (matched suits/tailored dress). But again, definitions depend on the company and industry. In some environments, business casual may be the dressy side of things! Back in the '80's, casual at IBM meant wearing a blue shirt instead of white!

In general when you purchase clothes for work, get the best you can afford. Natural fibers still rule (although avoid linen for the wrinkle factor) But making the move to more corporate attire doesn't have to destroy your budget or fashion sense. One thing to consider is "cost per wear" - a \$300 jacket may seem expensive but if

learning new things from Macalester students.

CDC: In a perfect world, what would your dream job be?

RJL: I am really fortunate in that I have pretty close to my dream job right now! Individuals spend so much of their lives at work, so it is really important to love what it is that you do. I wake up each morning and feel really excited about my work. Sadly, it seems that there aren't a lot of people that find that kind of match.

I have quite a bit of experience and formal training in recreation and guiding trips. So I guess if were to have my dream job and it couldn't be this one, I would do more with youth and the outdoors, specifically with populations that haven't typically had an opportunity to spend a lot of time in the wilderness.

CDC: How do you find a balance between your career and your personal life?

RJL: Balance is often the most challenging part of my job. I'm a new mom. My daughter is one and a half and finding balance has become harder as our family has grown. Whenever possible I try to incorporate Bradyn into what's happening here on campus. Macalester College is diverse in many ways, but there aren't a lot of nontraditional students, age-wise. It can be nice to have other generations represented, and so, if it's appropriate, I like to include her in what's happening in campus. But it's not always a good match, and you have to be careful about what you choose. My work is also focused on the greater Twin Cities community and it's nice that sometimes I might be at a community meeting because I'm a parent or a resident, but I can bring my Macalester perspective there as well. I try to bring all of those parts of my life together, so there isn't always a concrete distinction between my work life and personal life.

conducting occupational research will get ideas about positions and organizations that enlarge and enrich their knowledge of the world of nonprofit opportunities, causes, and locations. Positions range from Bilingual Chinese Case Manager at the New York City Asian Women's Center to Scientific Officer for MEDASSET (The Mediterranean Association to Save the Sea Turtle) in Athens, Greece.

Idealist.org also tracks news and legislation from various newspaper and wire services, allowing you to follow issues of interest to you. Job fairs, including online registration, are posted across the country. "My Idealist" is your online profile which allows you to receive emails about new nonprofit opportunities (jobs, volunteering, events and more), design a personal calendar, join online discussion groups, post your volunteer interests to potential sites and find others on Idealist who share your interests.

Also, be sure to check out the [top 10 non-profit websites](#) compiled by Idealist.org. One of Idealist's greatest assets: It's all free! Take a look at it today. <http://idealist.org/>

Grad School

GRADUATE PROGRAMS IN PUBLIC POLICY

Do you want to have a hand in shaping the public policy decisions that affect the lives of the American populace? Do you want to serve as an advocate and spokesperson for your community? If so, a graduate program in public policy might

you are going to wear it three times a week, it's worth the cost. Check out designer options at consignment shops (there are some great ones around the Twin Cities). At the end of the day, you want to be noted for your work, not because of the way you dress! So if you haven't submitted your holiday gift list yet, think about adding that suit or other clothes to the list. Not as much fun as a Chia Pet but definitely more useful!

(Acknowledgments to Kara McGuire, *Star Tribune*, "Follow Suit", 11/11/05.)

Junior Jumpstart

KEEP IN TOUCH!

Because so many of you are studying abroad this year (!), we thought it would be a good time to remind you about the CDC website. You can definitely keep track of career-related topics and opportunities while you are gone. Current study abroad folks and alums who are overseas are definitely checking the site out. In the past month, the CDC website has been accessed by users in the following countries (besides the US): Canada, UK, India, Australia, Japan, China, Phillippines, Germany, Ireland, Thailand, South Africa, France, Indonesia, Romania, Singapore, Spain, Russia, Republic of Korea, Malaysia, Croatia. Add to the list and keep on top of opportunities by stopping at: www.macalester.edu/cdc.

Sophomore Syllabus

MORE THAN JUST WORDS

When a prospective employer asks you "so, tell me about your experience at Macalester", what

CDC: Did you grow up in the Twin Cities?

RJL: I grew up on the East Side of Saint Paul and my family now resides on the West Side of Saint Paul. I am proud to have been a St. Paul resident for much of my life. When you think about the Twin Cities, there are a lot of amazing neighborhoods and communities. I feel very fortunate to have found my way back here and to have become a part of the Macalester community.

Featured Fellowship



The Nonprofit Sector Research Fund (NSRF), a subprogram of NSPP, is now accepting applications for the **William Randolph Hearst Endowed Fellowship for Minority Students**. NSRF previously offered the fellowship each summer, but due to increased endowment will now offer it three times a year. The fellowship, which is based on academic excellence and need, is open to both undergraduate and graduate students who are members of minority groups and are US citizens. The Hearst Fellow serves as an intern with the Fund. Through this program, the Fund seeks to introduce a diverse group of students to issues relating to philanthropy, voluntarism, and nonprofit organizations. A fellowship grant of between \$2,500 and \$5,000 will be awarded, depending on the recipient's educational level, financial need, and time commitment. Recipients may also arrange with their colleges or universities to receive academic credit for this experience. Please visit www.aspeninstitute.org or www.nonprofitresearch.org for application information. **Deadlines to apply are December 15, 2005 (for Spring 2006), February 15, 2006 (for Summer 2006) and July 15, 2006 (for Fall 2006).**

be the place for you. Policymakers create and enforce the policies meant to protect public health, safety, education, transportation, and facilities.

Admissions Requirements

Generally, there are no prerequisites for pursuing graduate work in Public Policy. Undergraduate courses in public policy or foreign policy might give students a good head start, but usually aren't required. Since much of the coursework will involve statistical analysis, some background in statistics and math is advised. Common undergraduate majors for prospective public policy graduate students include: [Economics](#), [Political Science](#), [Public Policy Analysis](#), and [Urban Studies](#).

Other standard admissions requirements include the [GRE General Test](#), two to three letters of recommendation, a bachelor's degree (BA/BS) at an accredited institution, academic transcripts from all undergraduate institutions attended, a personal statement or statement of purpose, the official application, and any application fee. International students are normally required to submit a [TOEFL](#) score in addition to the other requirements.

For further information, visit the Princeton Review website at:

<http://www.princetonreview.com/grad/research/articles/decide/pubaffairs.asp>

What is the CDC?

will you say? Do you really know what a liberal arts education means? How is that translating to your experience? Are you taking the responsibility for creating that experience?

Building your educational experience and targeting outcomes requires your involvement. And that means making some plans. Setting some goals. You can do it long-term (some day, I plan to run my own NGO or company), shorter-term (I want to graduate with honors), or near-term (this semester, I'm going to work on improving my oral presentation skills and look for a leadership opportunity in one organization).

The next few years will fly by. Take the reins of your time here. Create some plans, some strategies for meeting goals that you have set. The who, what, when, where and why of your Macalester experience will become clearer and perhaps, answering that question will be just a little meaningful as well. CDC staff (as well as other Student Affairs staff) can help you with that planning if you like. Give us a call at 651-696-6384.

First Year Focus

JOB SHADOWING

Ready to begin exploring the world of work, but not quite ready to jump into an internship? Take advantage of the upcoming winter break to focus on job shadowing for a few weeks!

What is job shadowing? It is an opportunity to spend a short amount of time (usually a day to a week) observing someone in his or her workplace. Get a feel for the daily job duties, characteristics and requirements of the job, work environment, challenges and opportunities involved in various types of work. Explore how you can

For a complete list of all scholarship opportunities go to: <http://www.macalester.edu/academicprograms/scholar.html> or contact [Ellen Guyer](#), Dean of Academic Programs (651) 696-6036.

Featured Article

JOB MARKET FOR COLLEGE GRADUATES WILL IMPROVE IN 2005-06, REPORT SAYS

"College students graduating in the spring of 2006 will enter a steadily improving job market, according to a report on labor-recruiting trends scheduled to be released today by researchers at Michigan State University. Job opportunities for new graduates will expand by an estimated 6 to 14 percent, following a 20-percent increase in hiring last year.

The report, which is based on a survey of about 900 companies, says that nearly 50 percent of employers are seeking graduates to fill sales and marketing positions in the fields of engineering, education, and retail, among others.

Forty-one percent of companies said they planned to hire new graduates in the coming year, while 55 percent were not sure of their hiring goals. Differences in regional hiring patterns and uncertainty about the long-term economic effects of this year's hurricanes were among the reasons many companies did not have firm projections.

The largest gains in job opportunities for graduates will be in consulting, research, information management, and e-commerce, according to the report. Hiring of graduates with M.B.A.'s will drop by an estimated 10 percent.

This year's most sought-after students are those who majored in accounting, civil and environmental engineering, electrical engineering, nursing, and pharmacy, the report says. Many

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**

connect your academic experiences with potential jobs and careers.

How do I go about arranging a job shadowing experience? Network, network, network! During the Thanksgiving break, talk with your friends and family, the staff at the CDC, alumni, professors, advisors and anyone else in your network that might know people working in the types of jobs or organizations that you are interested in. Once you have identified the appropriate people, contact them by phone, e-mail, or letter and explain that you are seeking job shadowing experiences and the reasons why are interested in shadowing them or their organizations. Arrange for a date/time that works well and ask what type of attire is appropriate for you to wear.

What do I do while I am job shadowing? Your role is to observe and ask questions while doing your best not to interfere with the daily routine of the individual you are shadowing. For a list of helpful questions to ask during your job shadowing experiences, click on the link below:

<http://www.dpi.state.wi.us/dpi/dlsis/let/lejobque.html>

What do I do after the job shadowing experience? Send a thank you note to the individual(s) you shadowed and if appropriate, maintain contact with the person (s). At some point down the road you might decide that you want to do an internship or even get a job with the person or at the organization where you shadowed.

Journalism Competition

FELIX MORLEY JOURNALISM COMPETITION

In honor of Pulitzer Prize winning journalist, Felix Morley, the [Institute for Humane Studies](#)

employers also said they would seek graduates from "all majors," particularly those who are ambitious, confident, technically adept, and able to work in teams, among other qualities.

"While employers still want business and engineering graduates, employers who are seeking to fill consulting, research, information management, and e-commerce positions want to talk to all majors, particularly liberal-arts graduates who know how to do research," said Philip D. Gardner, the report's author and director of Michigan State's Collegiate Employment Research Institute.

Twenty percent of small companies plan to hire graduates in the coming year, up from 14 percent last year.

Projected salary gains were modest -- 2 to 3 percent. On average, graduates with bachelor's degrees can expect to make \$38,600 to \$44,800 annually.

Michigan State officials said they expect to post the report on the university's [web site](#) next week."

(Source: Eric, Hoover, Nov. 18, 2005 issue of [The Chronicle of Higher Education](#))

awards **\$5,000** in cash prizes to outstanding writers whose work best communicates an appreciation of the ideas of liberty. The competition is open to young writers (25 years of age or younger as of 12/1/05) and **all** full-time students.

Articles published 7/1/04 through 12/1/05 are eligible for consideration. For additional details or to apply online, please visit the [contest website](http://www.TheIHS.org/morley) at: www.TheIHS.org/morley.

Deadline: 12/1/05

November 21, 2005