



CareerStreet

A Publication of the Career Development Center Macalester College

Vol. III - Issue 6 - December 5, 2005

"Success is a journey, not a destination. The doing is often more important than the outcome."

(Arthur Ashe - Athlete, Author and Spokesman for Social Injustice)

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Hot Jobs



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

Program Analyst DHHS/OIG/Office of Evaluations and Inspections Office of Inspector General Boston, MA

Full Time

Deadline: 12/05/05

Analysts responsible for contributing to the design and conduct of policy studies evaluating the effectiveness, efficiency, and economy of Medicare, Medicaid, and other programs funded by the U.S. Department of Health and Human Services.

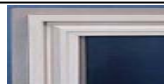
Associate Analyst & Municipal Bond Research Ameriprise Financial Minneapolis, MN

Full Time

Deadline: 12/07/05

The Municipal Bond Research Group focuses on making new investment recommendations to Portfolio Managers and the surveillance of existing holdings. Associates support the Municipal Analysts in these

Counselor's Corner



MAKE THE MOST OF YOUR WINTER BREAK by John Mountain, Assistant Director Employer Relationships Career Development Center

Now that finals are quickly approaching, the last thing probably on your mind is how I can use my winter break to be better prepared for my next internship/job/graduate school application. Right now it might not be the 1st thing on your to do list or even on your list at all 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 website or pick up a handout in the CDC on the first floor of Kagin Commons. You can send it to cdc@macalester.edu to be reviewed by a career counselor over break.

Expand your network- Just by listing people you know or have

Macalester at Work by Eileen Fitzpatrick, '06 CDC Student Staff



**Lauren Kavan
Graduate Intern
Career Development Center**

Lauren (Sperry) Kavan is a Class of 2004 Macalester alum now working as a graduate intern in the Career Development Center. We talked with Lauren about her decision to attend Macalester, choosing a graduate school program, and her future plans involving career counseling.

CDC: How did you decide to attend Macalester?

I grew up here in Minnesota just north of Saint Paul, and went to a small K-12 school for elementary and high school in north Saint Paul. When I graduated, I originally attended Haverford College outside of Philadelphia. I did that for about a semester and really just was not happy. I liked the school, and I liked the environment, but I really missed Minnesota and my family and friends. After a semester, I came back

efforts by analyzing and modeling financial statements, gathering and analyzing data, analyzing sector trends, writing reports, interviewing senior management of borrowers, interacting with Wall Street investment bankers, and generally assisting analysts with requests.

Marketing Specialist

**Land O'Lakes
Shoreview, MN**

Full Time

Deadline: 12/09/05

Seed Marketing Specialist will work under the direction of the Marketing Manager and will manage marketing and promotion projects related to the division proprietary seed brands.

**Facilitator Outdoor
Educator**

**Genesee Valley Outdoor
Learning Center**

Parkton, MD

Full Time

Deadline: 12/07/05

Challenge Facilitators provide the opportunity for groups to safely recognize and reach their human potential through team-building initiatives and both low and high challenge course elements. We use these educational instruments to enhance self-confidence, promote positive group dynamics, expand problem-solving abilities, increase levels of communication, and develop a greater appreciation toward our environment.

**Academic Coordinator
Urban Arts Academy**

Minneapolis, MN

Part Time

Deadline: 12/05/05

Seeking creative, licensed elementary teacher to coordinate an urban after school arts and education program. Responsibilities: developing and administering

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 fill out an alumni request form to find 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 gameplan for spring semester Take the time now to plan out what you want to accomplish when you get back to campus. December and January can be a great time to map out what your next steps are.

Stop in at the CDC We are open during winter break and are available for scheduled appointments or during drop in hours.

You don't have to magically plan every minute of your entire break, but just a little effort to take advantage of your time away from Macalester can have huge benefits down the road.

Again, any one of the counselors at the CDC is available to help assist in this planning process. To schedule an appointment, call 651-696-6384 or stop in any day for drop in hours between 2-4PM.

and took a semester off just to think things through and to see where I really wanted to be. During that time I did some work at the University of Minnesota. I took my sweet time and finally realized in June that Minnesota was where I wanted to be. I was in a little bit of a bind because I couldn't transfer to another school so late. I spoke with the people in the admissions office here and they suggested that I start taking some classes at Macalester. For a full year I took classes at Mac as a non-degree-seeking student. During that year I applied to become a full time degree-seeking student and officially entered Macalester as a second semester sophomore in 2002-2003. I knew that I wanted a small liberal arts school, I liked the location, and I wanted to be back in the Midwest and close to home.

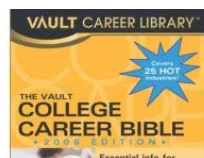
CDC: What was your major here at Macalester?

I was a psychology major and pretty much knew that from the get-go, because when I was at Haverford I took a class in psychology and fell in love with it. When I got to Mac I got into that department right away and found an advisor and just loved it. It's a fabulous department—it's very warm and supportive of you no matter what you want to do, if you want to be a clinical psychologist, or if you want to do research, or if you really don't know what you want to do. It was a highlight of my experience here.

CDC: What have you found most useful from your Macalester education in your post-graduation life?

I would say in general, that Macalester has taught me how to think. I think a liberal arts school does that very well, in the sense that it teaches you to look at the world from a really broad, diverse perspective and to not necessarily take one stance on an issue, but to consider all sides. My psychology degree in particular was helpful in teaching me a lot of analytical skills, including how to look

The Bookshelf



**"The Vault
College
Career
Bible 2006**

curriculum, administering pre/post tests, recruiting and supervising tutors, managing academic program budget. Must be available Tuesday, Wednesday, and Thursday afternoons. Salary range: \$18-20/hr; 12-15 hours/week @ 36/wks/yr. Start Date: January 3, 2006

**Media Internship
Hubbard Broadcasting,
Inc.**

St. Paul, MN

Part Time

Deadline: 12/07/05

3 internships available in the News Room at KSTP-TV and 2 Production Internships and 1 Programming internship in our Radio Stations.



**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
(Information Session)
Mon., Dec. 5**

12-1 pm
Kagin Commons
Alexander G. Hill Ballroom

***Edition" - Vault, Inc. New
York, NY 2005.***

The College Career Bible by Vault is the complete resource for careers for college students and recent grads. Millions of college students and recent graduates prepare to enter the job market each year with little idea of what career opportunities are available, let alone how to get hired into those opportunities. With its annual interviews and surveys of tens of thousands of professionals and jobseekers, Vault compiles detailed, insider career information for specific industries, in addition to information on the college student job search, workplace diversity, leadership development programs, and graduate education.

(This book can be found in the Kagin Resource Center, Career and Life Planning Section of the CDC resource library.)

First Year Focus

YOU MADE IT!

Congratulations on making it through your first semester at Macalester! No doubt it has run the gamut from challenging to exhilarating.

Preparing for finals will be the center of your energy and focus in upcoming days. We encourage you to take few minutes to think proactively about your holiday break. You may be home with family for the first time since leaving for Macalester. It is also your first significant "time off" since becoming a college student. The following suggestions will focus on activities and tasks that will help you continue to address future career choices.

1. Rest. Rejuvenate. Exercise. Watch soap operas. Hang out with friends. Read good books. Travel. Whatever you

at an issue from the biological perspective, the cognitive perspective, and in terms of the social context. I think that's been very helpful in my life after Macalester.

CDC: How did you plan for life after Mac during your senior year?

I guess it's hard for me to pin down when I realized what I wanted to be. It seems like it was a long process throughout my college years. I think it was my junior year when I decided for sure that I wanted to go into counseling psychology and work in an educational setting. I started looking for graduate programs that would allow me to do that, and by the time I reached my senior year I had a few picked out. I went through the whole process of applying to graduate school. But then at the same time, I tried to take classes that applied to what I wanted to do in life. I was a psychology major, but I had an educational studies minor. I would try to focus on certain areas of interest that I had in choosing projects in class. At the time I was thinking I wanted to do school counseling. So with my educational studies classes I would try to focus my projects on school counseling, or within my psych classes I'd try to focus on psychology within schools. I also talked with one of the career counselors at the CDC who had graduated from my program, to learn more about graduate school and how she got where she was.

CDC: What did you do between graduation and your current position here?

After Macalester I entered into my Masters degree program right away. I started my program in the fall of 2004 at the University of Minnesota in Counseling and Student Personnel Psychology. The first year is all course work to build a theoretical foundation of counseling. During the second semester of that first year you start applying for a practicum because you need 700 hours of counseling

Orientation to 2006 MN Private Colleges Job and Internship Fair (Information Session)

Wed., Dec. 7

12-1 pm

Kagin Commons

Alexander G. Hill Ballroom

(NOTE: The 2006 MN Private Colleges Job and Internship Fair will be held 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:

["Spreading More Joy Than You Can Afford? ...Over 60 Inexpensive Gift Ideas"](#)

Suggestion Box



WHEN THE GOING GETS TOUGH...

- Can you handle criticism?

The key to handling complaints and criticism is to separate the constructive part from that which isn't. Remarks that are spiteful or hurtful should be ignored. But try not to let the hurt or embarrassment of being critiqued obscure the value in the message itself. By being open to input and dedicated to improvement, you can extract valuable learning points found within feedback.

- find most appealing is the best choice for taking time to slow down and recharge.
2. Reflect on and integrate your educational experiences. Journal about it. Talk with the four "p"s: peers, parents, professors, professionals. Think about what went well and what you may want to change or adjust next semester. It is very normal to have mixed feelings about your experience. Process this with someone who knows you well.
 3. See number 1.
 4. Begin looking at major choices and academic options. It may seem that most of your peers have selected a major, but this is not the case. Trust us on this one! Taking intentional time to actively participate in this decision making process is much easier when you don't have a paper or exam hanging over your head.
 5. See number 1.
 6. Occupational research is a key component in making a good major choice. Check out the large amount of information contained on the CDC homepage to begin looking at the diverse and varied career options you have within each major. We especially recommend www.macalester.edu/cdc/majors. Most majors allow you to be a generalist in many regards and this may take the pressure off of making "the right" decision.
 7. See number 1.
 8. Spend time with a career counselor. This is a great time to look at self-assessment, both formal and informal, as related to skills, interests and values. We are open for appointments all though January and you won't feel rushed.

experience. I knew that I wanted to work in a college or university at that time. I had decided that higher education was for me, and I was really interested in career counseling. I started looking at different schools in the area. I thought Macalester might be a really interesting place to work, and I knew that they offered a practicum. So I applied, and was accepted, and that's how I got where I am today.

CDC: Can you tell us a little about what you do now at the CDC?

I am a graduate intern here, so I'm learning how to be a career counselor and to help students in that capacity. Currently I'm working about three days a week. Right now I'm busy with the sophomore interviews because that's big focus for us this year, figuring out how we can tap into the sophomores and help them with their particular issues. Over the course of the next semester I hope to work with students more one-on-one, helping them with self-assessment, career exploration, and preparing for life after Macalester with grad school applications and the job search.

CDC: Do most career counselors have a psychology background?

It really varies, especially within higher education institutions. For instance, in the CDC, we have a really nice mix. Andrea comes from a higher education background. John comes from a human resources background so he's worked more in the corporate world. And Mary comes from a counseling background. She has a degree which is similar to what mine will be. I've really enjoyed working here at Macalester because I have been able to learn from all of the counselors' perspectives based on where they have come from.

CDC: Is this the kind of career you'd like to stay with after you graduate?

I think so. I really like career counseling because I think it's a very exciting field in the sense that you get

- **Can you assert yourself when necessary?** Many of us shy away from speaking up and speaking out for fear of negative feedback or political ramifications. In our quest to be liked or avoid making waves, we bite our tongue and look the other way instead of righting wrongs and correcting improprieties. Yet there are times when speaking up and speaking out is the right thing to do. When appropriate, learn to speak your mind, professionally and with precision, to get the results you desire.

- **Are you a good negotiator?** Negotiating effectively involves a range of communication skills. In some circumstances, you may want to repeat yourself intentionally, reiterating your stance or stipulations for effect. Silence at the right moments can be a very powerful tool. Listening skills and creative problem-solving skills are also involved. Learn to speak the language of win-win and be able to reiterate your adversary's perspective to help build consensus.

Featured Fellowship

THE FUND FOR THEOLOGICAL EDUCATION

[The Fund for Theological Education](#) is a leading national advocate for excellence and diversity in Christian ministry and theological scholarship. It supports the next generation of leaders among pastors and scholars, providing fellowships and a network of support for gifted young people from all denominations and racial/ethnic backgrounds.

9. Rest. Really. Spring semester is just around the corner.

Sophomore Syllabus

EXPLORE WHAT'S OUT THERE

Once you reach sophomore year, you can start investigating major and career possibilities. How?

- Learn about majors at Macalester by reading the College Catalog and talking to faculty in programs that sound interesting. Meet with a career counselor to learn about the types of careers various majors might lead to.
- Talk to people who are working in careers that intrigue you. How did they prepare -- both academically and experientially -- for their jobs? What advice do they have for you?
- Get a part-time job or pursue a volunteer experience that somehow relates to a field that interests you.

You'll likely find that you're ready to declare a major by the time your sophomore year is over. Though you can adjust the schedule as necessary if you need more time.

Junior Jumpstart

GET EXPERIENCE

As you move through your junior year, you'll want to focus primarily on gaining experience in your fields of interest.

One of the most common ways of doing so is through an internship which you can set up with the help of the staff at the Internship Office, a career counselor, professor or, in some cases, on your own. Similarly, you can gain experience through a

to work with so many people who are interested in so many different things. Life change, for me, has always been an exciting time. So working with college students has been a lot of fun for me, because I get to talk to them about what they're excited about, what they're nervous about, and help them plan for the future, which is something that I've always loved doing in my own life.

Featured Article

LIVING IN THE MOMENT

"For the six years of my life between the ages of 17 and 23 I spent much of my time looking forward to "the next big thing." It seemed like no matter where I was in life; there was always somewhere better to be.

When I was in high school I couldn't wait to be in college, when I was in college I wanted to be in the corporate world. When I was single I wanted to be dating, when I was dating I wanted to be married. So when I finally "arrived" where I thought I wanted to be there seemed to be this empty feeling that came along with the "hurry up and wait" way that I'd lived my life.

I still have much to look forward to. But I also have much to take in, as I commit to experiencing every moment of life as it unfolds. We've become so conditioned to strive for the place that we want to be that we've lost the pleasure of basking in the moment and living it to the fullest.

Often as a new year begins we are pressured to make resolutions and commitments to improving some aspects of our lives. As noble and sometimes necessary as that may be, I would challenge you to approach this year slightly differently. My challenge is for you to live - not in grand fashion or for the big wins - but in small and quiet moments of simple pleasures and silent victories.

Sometimes to make it where you want

To be considered for the FTE Undergraduate Fellowship you must:

- Be a current sophomore or junior with a 3.0 minimum GPA at a North American college or university
- Have an interest in exploring ordained ministry as a vocation
- Be a U.S. or Canadian citizen
- Be under the age of 30
- Demonstrate leadership ability in your church or school community

For an FTE Undergraduate Fellowship application, visit their web site at:

www.thefund.org. The application deadline for Undergraduate Fellowships is March 1.

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.

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

related part-time job, a volunteer position or participation in a student organization.

Junior year is also a good time to:

- Develop a resume and cover letter, either on your own or with a career counselor's help, and learn how to tailor each document to the specific needs of specific employers.
- Start researching companies or organizations you may like to work for someday.
- Attend the Minnesota Private Colleges job fair in February to get a sense of what the job hunt is like. (See **Upcoming CDC Events** in this newsletter for more information.)
- Try to develop alternate career options in case your initial major/career choice doesn't work out.

Senior S.L.A.M.

WHAT ARE EMPLOYERS LOOKING FOR?

While you are planning your job search and thinking about how you want to present yourself to potential employers, you might keep the following list in mind. The National Association of Colleges and Employers surveyed employers and asked them what the top qualities/qualifications were that they looked for in hiring new employees. Here is what they came up with: think about examples in your experiences to date that might demonstrate some of these skills.

- Communication skills (verbal & written)
- Honesty/integrity
- Teamwork skills (works well with others)
- Interpersonal skills (relates

to go, and to be content when you get there you have to anticipate the journey as much as the destination.

Before taking life by the horns, take a moment and get real with the one person that really knows you best - you.

No matter the goals, whatever your path, here are five questions to ask yourself in 2006 as you strive to make the most of your life.

- What is one thing that I can do now that will make this moment count in my life five years from now?
- What would it take for me to become my own biggest fan?
- How can I value who I am as I strive to become who I want to be?
- If this was the last year of my life, what would I want my life to say about me?
- What or who does my happiness depend on?

Go further and celebrate a year well spent. Your life is now!"

(Source: Adapted from an article by Sanyika Calloway Boyce, Young Money Columnist.)



Web Watch

ISEEK

The **Internet System for Education and Employment Knowledge (ISEEK)** is Minnesota's web site for career exploration, education and training. For more information, check out their web site at:

<http://www.iseek.org/sv/index.jsp>

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
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(651) 696-6384
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cdc@macalester.edu
www.macalester.edu/cdc**

- well to others)
- Motivation/initiative
 - Strong work ethic
 - Analytical skills
 - Flexibility/adaptability
 - Computer skills
 - Organizational skills
 - Detail oriented
 - Leadership skills
 - Self-confidence
 - Friendly/outgoing personality
 - Tactfulness
 - Well-mannered/polite
 - GPA (3.0 or better)
 - Creativity
 - Entrepreneurial skills/risk-taker
 - Sense of Humor

December 5, 2005