

Career Development

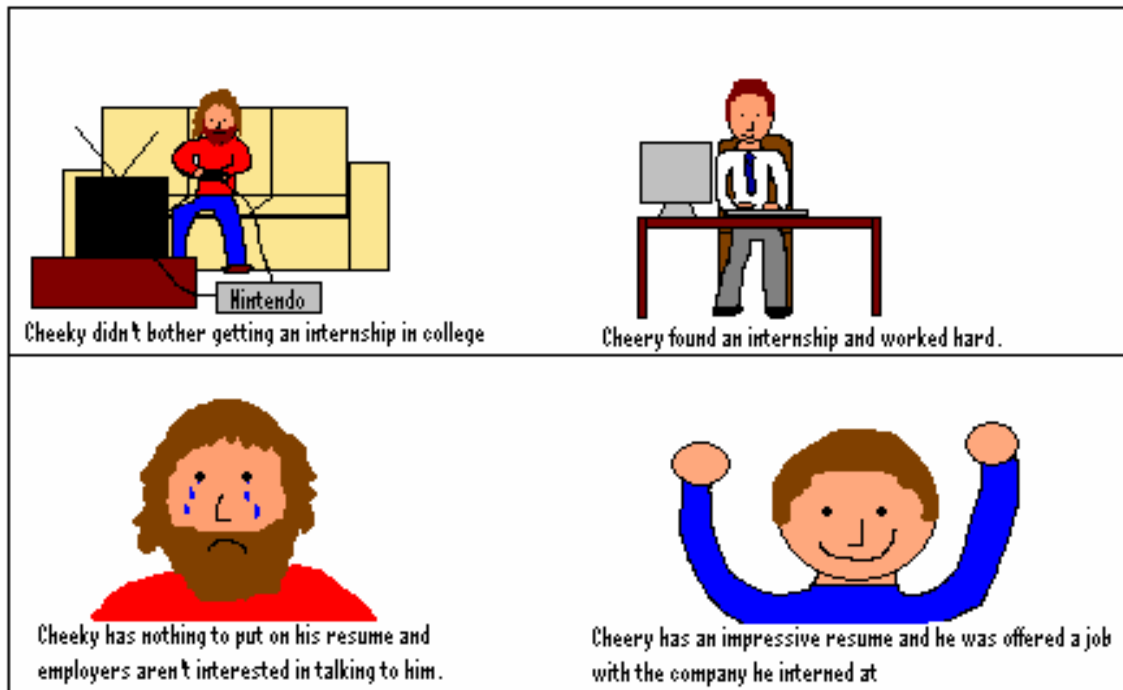
February, 2008

Benedictine University

Issue 5

Highlights of Job Search Tactics: Cheeky and Cheery

Illustrated by Lindsey Fritz, Career Development, 2008



Coming Events

Thursday, February 21st, 2008

TeacherFest

Drury Lane Theatre, Oakbrook Terrace, IL

12:30-5:30pm

The purpose of TeacherFest is to connect quality teacher candidates from ISCPA member schools with Illinois school districts. TeacherFest is open **only** to current students and alumni of ISCPA colleges and universities. Approximately 90 school districts are anticipated to attend.

You are strongly encouraged to upload your resume to the Online Career Center at <http://www.iscpa.org> for school districts to view before and after the event. Pre-Registration Deadline: February 15, 2008, Pre-registration cost is \$10 (cash or check). On-Site Registration is \$20 (CASH ONLY).

Also check with our Career Development office for information and suggestions on how to make the most of this job fair. You can set up an appointment with one of our career counselors to discuss job fairs, how to best prepare for the fair, to spruce up your resume, and/or to practice some interviewing skills. Contact Lindsey at (630) 829-6040 to set up an appointment.

DEADLINE IS FEB. 15TH: PRE-REGISTER NOW!

Wednesday, February 27th, 2008

CINTAS Interviews

Rockford College, Fisher Chapel Meeting Room

5050 E. State St., Rockford, IL

Cintas is currently looking for a full-time Management Trainee to participate in an extensive, well-structured, two-year training program, designed to provide a strong knowledge of all aspects of our business, as well as the uniform and facility services industries overall. The Management Trainee program combines a series of rotations in various departments and classroom seminars, with the purpose of preparing the individual for what area best matches his or her interests, skills, and abilities. Upon completion of the program, the Management Trainee will be placed in a leadership position in one of several areas, such as Outside Sales, Production Management, Office Management, or Service Management. The purpose is to prepare the Management Trainee for a General Management or equivalent Corporate or Director function within 5-7 years of experience with Cintas.

Go to www.iscpa.org to view a full job description and submit your resume to be considered for an interview. Submit your resume by February 13th. You will be notified by February 20th if you have been selected for an interview. Call Lindsey with any questions at 630-829-6040 or email career@ben.edu.

Hot Opportunities of the Month

FINANCE—City of Aurora Finance Department

Finance Intern: Primary duties will include assisting the Budget Division with the development of Aurora's Annual Budget and Capital Improvement Plan. Such assistance involves conducting research and analysis, maintaining databases, and interacting with city staff members. Occasionally, the Finance Intern would assume assignments working with the City's Accounting, Revenue & Collections, Purchasing and Water Billing Divisions. The successful candidate must be willing to work 20 hours per week while classes are in session and up to 40 hours per week on breaks. The starting pay range for this position is \$10.76 - \$13.48. Applications will be accepted until Friday, March 14, 2008 at the Human Resources Department.

ACCOUNTING—Hamilton Partners

Accounting Intern: Hamilton Partners, a major real estate developer located in the NW suburbs seeks an Accounting Intern for its Downers Grove Office. The internship requires 15-20 hours a week for approximately 8 weeks and pays \$10 - \$14 per hour. Responsibilities include general ledger review, preparing reporting packages, assisting managers with audit workpaper preparation, cash flows, and a variety of special projects. The ideal candidate will be a self-motivated individual with some work experience, excellent communication skills, and a desire for professional growth. Candidate should be an Accounting student and be familiar with basic accounting principals.

PART-TIME CUSTOMER SERVICE/CALL CENTER POSITION:

Customer Service Reps: Job responsibilities include taking inbound and outbound calls. Outbound calls will not be telemarketing, but instead will consist of placing orders and verifying corrections. The position entails researching consumer orders, placing orders, and correcting orders. The duration of this position is 3 weeks, pays \$9/hour, and is located in Downers Grove.

Contact Julie Cosimo at jcosimo@ben.edu or (630) 829-6037 for more information about these and any other opportunities.

Hot Job of the Month: Teacher



Do you have a passion for working with children? Do you like to lead by example? Do you enjoy being part of the academic environment?

These are among some of the main reasons for deciding to go into a job in teaching.

There is no doubt about it; you have to want to work with children and have the desire to work in an academic atmosphere to excel as a teacher. Many students start out in the field of education to later change their minds because teaching can be a lot harder than it looks. However, if you have that true passion, the rewards can be endless.

What does it take, in addition to this passion, to become a teacher? Most teaching positions require at least a Bachelors degree in education. In addition, a teaching certification is required in most states, and it is required here in Illinois. For more information on what is required to be a teacher, visit:

<http://www.bls.gov/oco/ocos069.htm#training>.

As a student in an education program, what types of skills should you gain to enhance your chances of obtaining a full-time teaching position after graduation? What should you be doing while still a student yourself? One thing that you will be required to do is both observe and student teach in the classroom. You can learn all you want from the textbooks and theories, but it is a whole different experience translating what you learned into the classroom. This will give you your first hands-on experience in the classroom and will allow you to decide whether this is the right occupation for you.

As prospective teachers, you will also need to be aware and familiar with the latest technology, especially technology related to teaching. There are new computer programs out there for teachers, and with many of the school districts, especially in the local areas, wanting the most relevant and recent technology as part of the classroom curriculum, this is something you will need to be aware of.

As far as preparing from the career development point of view, you should have a credential file started in the office. This will be where you will keep letters of recommendation, official transcripts, your teaching certificate, and any alternate certification. You want to make sure to get professional references to write your letters of recommendation for you. These people should be people who have seen you in a teaching capacity—supervisors, teachers you worked with and student taught for, and so on. They should not be your current professors, friends, or family members. They should be people who have seen you inside the classroom, teaching students.

In addition, you should start planning for the job search prior to graduation. TeacherFest, a large education job fair held annually at Drury Lane, is fast approaching on February 21st. This is where many school districts from all around the state come to talk to teacher candidates. You can attend this event and talk to many school districts, all in one day! In addition, you should be starting to work on your resume and other documentation and start the application process (which can be lengthy) to different schools and school districts.

If you have any further questions, please stop into our office in Krasa, 010. Teaching is a really great opportunity to both work with children, harness your passion, and earn some money along the way. Make sure you are prepared to stand out when searching for a teaching position to land that job you've always wanted!

Dear Carabby (Career Abby),

How is your job search going? Questions? WRITE TO CAREER ABBY!

Dear Carabby (Career Abby) is our monthly advice column that will offer you answers to your pressing questions about job searching, resume writing, interviewing, or any other Career Development-related question. Just send your questions to career@ben.edu, and we will post them within this column each month. We will not post your name or any other identifying information, so do not be afraid to ask any question you wish! If we don't get to your question within the month, feel free to stop in and make an appointment with a career counselor to better assist you with your inquiries. The purpose of this column is to help answer the common questions students have so we can better learn together.



Dear Carabby,

I will be graduating next year and I really would like to find a job an entry-level job in my field. However, it seems like every "entry-level" job is looking for me to already have some experience! How am I supposed to get experience if no one will give me any? - Frustrated

Dear Frustrated,

Good question! That always seems to be the Catch-22 of job searching, especially when you are close to graduating or newly graduated. It does seem ironic that "entry-level" positions expect "1-2 years experience." How is that, "entry-level," you ask?

Think about this from an employer's point of view. You have a person who just graduated from college with a Bachelor's degree, with no experience in the field. While you can be assured they have the proper knowledge and training in the field, they lack any experience. Then another candidate comes up that has some experience in the field! From the employer's point of view, this second candidate does not require as much training or time, so this candidate works out better. Now you can see why they prefer this person with more experience.

How do you get that desired experience, though? The best way to do this, especially while you are still in school, is through an internship. These positions do not expect much experience, as that's the reason why you are participating in them, and they allow you to translate what you've learned in the classroom into practice in the real world.

In addition, a lot of the companies that offer internships are often very well-known and reputable companies that may offer you a full-time position after your internship or at least be a great reference for your future job search! You will also gain that experience and skills needed before you go out looking for an entry-level position. Finally, this will also help you decide if this career path is really the right one for you. Better to figure that out while you are still in school than later when you are out on your own!

Another way to gain experience is through part-time or volunteer work in your field or another related field. This may not pay as well as the job you are hoping for, but it will give you that needed experience to start in the field. And these experiences often have the same benefits of the internships mentioned above.

If all else fails, please stop into our office to talk to a career counselor about the best options for you. It's a difficult position to be in, but we can offer you many avenues to pursue so you aren't so frustrated.

Dear Carabby,

I'm a freshman at Benedictine, and am majoring in Business. However, I have no idea what aspect of business I want to pursue. Any ideas on how to figure this out?

-Undecided

Dear Undecided,

That's great that you already starting to think about what you want to do post-graduation. One thing to keep in mind,

however, is that you are still early in your coursework, so you do not NEED to know exactly what you want to be doing right now. However, it is always something good to consider, and here are some ideas of things you can do to better figure out which avenue to pursue:

- Take classes within your major that are from various areas. This will give you an idea what each area is like. This may not be able to occur until next year or your junior year, but make sure to keep this in mind when registering for classes.
- Talk to professors, peers, and others in your field and see how they have decided (or even if they have) what particular avenue to pursue. This may give you some insight in which direction to go or not go.
- Shadow someone within the business field in a specific profession or conduct an informational interview with that person. This will give you firsthand knowledge of what the job actually entails and whether or not it'd be something you are interested in.
- Consider volunteering, interning, or working part-time in a position in your field. This again will allow you to try out different things without a full-time commitment to one area.
- Stop into our career office and talk with career counselors for more ways of answering this question for yourself!

Career Development Center

Krasa Center, room 010

Phone: (630) 829-6040

Email: career@ben.edu

www.ben.edu/resources/careerdevelopment