

Career Development

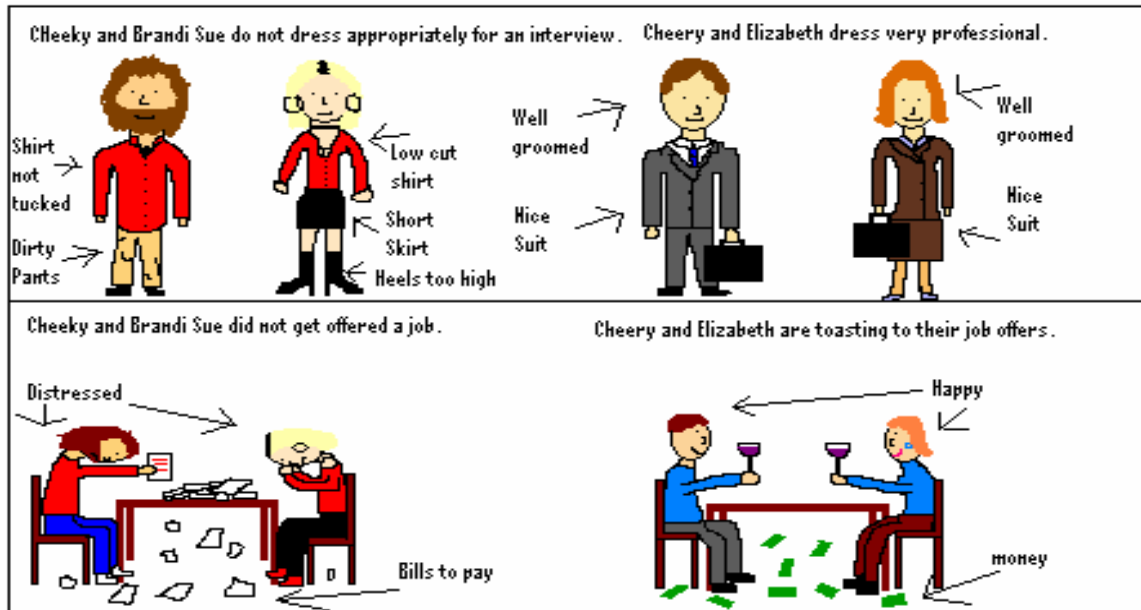
March, 2008

Benedictine University

Issue 6

Highlights of Job Search Tactics: Cheeky and Cheery

Illustrated by Lindsey Fritz and Tory Poselzny, Career Development, 2008



Coming Events

Tuesday, April 8th, 2008

SRI Systems Research Interviews

Downstairs Krasa Center, Room 010

2:00pm-6:00pm

Submit your resume for a chance to interview for a full-time Account Executive position at SRI Systems Research. Go to www.iscpa.org to view a full job description and submit your resume.

Resume submittal deadline is March 28th, you will be notified by March 31st if you have been selected for an interview.

Call Lindsey at (630)829-6040 with any questions, or email career@ben.edu.

Wednesday, April 2nd, 2008

College of Business Career Fair

First floor of Scholl Hall

12:30-4:30pm; Local employers will attend this job fair to recruit students for available positions within their organizations. This fair is open to students who may be seeking an internship or full-time job opportunity. For a list of employers who will be in attendance visit

<http://www.ben.edu/resources/careerdevelopment> or call 630.829.6040 for any further information. Sponsored by the College of Business and the Career Development office.

Wednesday, March 26th, 2008

Networking Reception

Krasa Center, ABC

4:00-7:00pm

Students and alumni are invited to network with local employers represented by Benedictine Alumni. The focus of the evening will be to connect students or alumni to companies who may have job opportunities available or to learn about any future opportunities at the organization. Please register with Career Development at career@ben.edu or call 630.829.6040. Visit <http://www.ben.edu/resources/careerdevelopment> to view a list of employers. Sponsored by Alumni Affairs and the Career Development office.

SALARY SURVEY STATS (NACE, 2008)

- Employers plan to hire **16%** more new college grads in 2007-2008 than they did in 2006-2007
- Signing bonuses are up **25%**; salaries are expected to rise
- **80%** of employers plan to increase salaries of bachelor's degree graduates (average increase of **4.6%**)
- Overall average starting salary for Winter 2008: **\$49,300**
- Liberal arts majors (generally) report a **9%** increase to avg. salary offer, raising it to: **\$33,258**

Hot Internships of the Month



NATIONAL SAFETY COUNCIL INTERNSHIPS:

Membership/Library Services Department (Part-Time):

This intern will split his/her time between the Membership and Library Services groups. The intern will assist Membership with preparing and posting content on the website. He/she will also assist Library Services with routing and re-shelving periodicals and various administrative duties. All interns are required to have a proficiency with Word and PowerPoint, as well as experience with Adobe InDesign, Illustrator, and Photoshop, and HTML. An interest in graphic design is a plus. Compensation is \$11/hour. If you are interested in this position, please submit your resume to staffing@nsc.org.

Transportation Safety Group (Part-Time):

This energetic intern will write print materials and create website content for traffic safety projects. The position is available for 10-20 hours per week between 8:30am to 4:45pm, 3 days per week (Monday through Friday) during the semester and the summer. There is flexibility for a semester-only internship and potential for more hours depending upon workload/projects. Interns are required to be an upperclassman pursuing a Bachelor of Arts in Public Relations, Communications, Public Health, Psychology, Public Administration, or related field, or a student pursuing a Master's degree in the above disciplines. This intern must have excellent writing skills and be proficient in Word and Excel. Compensation is \$11/hour. Interested candidates should submit a 2-page writing sample to staffing@nsc.org.

Division Services Department (Part-Time):

This intern will be responsible for: research standards about Standard Operating Procedures for certifying bodies, production of project-based documents and reports, deciphering and understanding complex procedural language, compiling reports of procedural benchmarks used by other certifications, etc. The intern will work (negotiable) hours per week between 8:30am-4:45pm, 3 days per week (Monday through Friday). The intern may potentially work more hours depending on workload/projects. The intern must be of sophomore/junior status majoring in Policy, Political Science, Instructional Design, English or Journalism or a similar background. The intern must also be proficient in Word and Excel, as well as be able to research, develop, and edit content for Standard Operating Procedures. Compensation is \$11/hour. Interested candidates should submit their resume to staffing@nsc.org.

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

Featured Major of the Month: Psychology



In place of the "Hot Job of the Month" featured article each month, we will be featuring a specific major offered here at Benedictine University and some current job postings for that major. You can visit our Career Opportunities Bulletin on <http://www.ben.edu/resources/careerdevelopment> or <http://www.iscpa.org> to find more job postings for this major and others. Contact us at (630) 829-6040 for more information on these and any other opportunities.

CURRENT ISCPA JOB POSTINGS:

Community Worker II—Jane Addams Hull House Association (Women's Counseling Center), Chicago, IL

The Community Worker II provides counseling and case management services to victims of domestic violence. All applicants are required to have a BA in Human Services or 1 to 2 years of related experience and/or training OR equivalent combination of education and experience. Visit <http://www.iscpa.org> for more information on the position and the application process.

Counselor—Management and Training Corporation—Paul Simon Job Corps Center, Chicago, IL

The Counselor reports to the manager and provides counseling services. He/she is responsible for planning, coordinating, developing and implementing a professional counseling program for students in compliance with government and management directives. A Bachelor's degree from an accredited college with at least 15 semester hours of undergraduate or graduate work directly related to counseling and one year of counseling experience is required. The applicant must possess excellent written and verbal communication skills, as well as be proficient with database, word processing, and e-mail software. In addition, a valid driver's license with an acceptable driving record is also needed. Pay is \$34,736 per year. Visit <http://www.iscpa.org> for more information on the position and the application process.

CURRENT CAREER OPPORTUNITIES BULLETIN POSTING:

Residential Advisor—Paul Simon Job Corps Center, Chicago, IL

The Residential Advisor reports to the manager and residential living or senior residential advisor. He/she is responsible for providing proper guidance to students to ensure positive group living relations and achievement in the program in compliance with government and management directives. The applicant must have a high school diploma or equivalent and one year of experience in counseling, social work, rehabilitation or vocational guidance. An Associate or Bachelor's degree in human services is preferred. The applicant must have knowledge of database, word processing, and e-mail software. In addition, a valid driver's license with an acceptable driving record is also required. Please visit our Career Opportunities Bulletin for more information.

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 don't know what to wear to my interview. I don't own a professional suit, and all of my skirts are a lot shorter than would be appropriate for an interview. Is it proper or acceptable for females to wear pants into an interview? I don't have a whole lot of money to buy new clothes, but should I suck it up and buy a "power suit?" What do you think?

-What to Wear?

Dear What to Wear,

This is a very common question, and one that I think deserves an answer, because it's often not something we think about until it's time for an interview. What do I wear to present myself as a professional and give off a good first impression? As a female, are there a different set of rules than there are for our male counterparts?

The answers to your questions are not always easy, but you are right to think that you want to dress as professionally and as conservatively as you can. For women, this often means a "power suit" like the one you mentioned, or sometimes a longer skirt and a nice blouse with a jacket. I also always say, the more professional you look, the better, even if it ends up being a notch above what the employers are wearing in the interview or what they wear on a daily basis at the company. This will impress them.

More specifically, if you do not have a "power suit," I would not say that you necessarily need to go out and buy one. While these are always an easy way to dress professionally for an interview, and

investing in one would not hurt (especially if you are going to be interviewing at a few different employers), I do not think they are a necessity. If you chose to wear a nice button-up blouse (buttoned all the way up to the collar) and pants or a long skirt, that is just as appropriate. Just because you are female does not mean you cannot wear pants to an interview!

Finally, other things to remember when dressing for an interview:

- Keep jewelry both conservative and to a minimum
- Do not spray too much perfume on yourself prior to the interview
- Make sure you also have conservative and professional shoes, coats/jackets, and accessories
- Do not go overboard on make-up
- Try to wear long sleeves if at all possible and keep your shirt buttoned all the way up!
- Conservative colors are good—black or dark brown pants, a solid color top or subtle stripes—nothing too flashy!
- Red is a power color—wearing it might get you noticed and give you the confidence to nail the interview!

Dear Carabby,

I'm applying to a position online. Do I need to send them my references along with my resume? -What do I do?

Dear What Do I Do?

The simple answer to that question is: do they ask for them? If they did not specify on whether or not to attach or send your references along with your resume/cover letter, then you probably don't need to send them. However, if they did ask for them, send them, as they are probably not going to look at your resume otherwise.

Remember that your references are not part of your resume. They are on a separate sheet that includes your contact information, and the contact information of 3-5 people (usually name, position/title, company the person works for, address, phone #, and e-mail). When you provide these names, remember to ask the people first before you include their names and contact information. This way not only do you get their permission to include their names, but you also give them a heads up that you are searching for a job, in case the potential employer does contact them to find out more about you. The last thing you want them to say is "who?" or something negative because they were caught off-guard.

In addition, remember to ask people to be your references that have seen you work in a professional capacity, often one that is related to the job in which you are applying. Do not include personal references such as friends or family, unless you have worked directly with them. People to include could be supervisors, managers, professors, co-workers, ex-supervisors/managers, and so on.

Call our office if you have any questions!

Career Development Center

Krasa Center, room 010

Phone: (630) 829-6040

Email: career@ben.edu

www.ben.edu/resources/careerdevelopment