

Speakers Bureau

The staff of the St. Paul Campus Career Center is happy to speak to your class on a variety of career-related topics. Priority will be given to requests received within the first two weeks of the semester. Contact Heather Fredrickson at hfredric@umn.edu or at 612-625-9247. Presentation topics include:

Introduction to the St. Paul Campus Career Center:

Minimum time: 15 Minutes

This is an introduction to the basic services of the St. Paul Campus Career Center including individual assistance with career exploration and job search issues, internship planning, networking, print and on-line resources, job listings, on-campus interviewing, workshops, career events and more.

Ideal for all students.

Resumes and Cover Letters:

Minimum time: 45 Minutes

We'll discuss strategies that make resumes stand out from the competition. Students will be encouraged to reflect on past experiences and think critically about how their skills relate to needs of prospective employers. Attention will be given to electronic as well as hard-copy resumes.

Ideal for all students.

Internship Planning:

Minimum time: 30 Minutes

What are the key resources available to find internship opportunities? Resources which list actual internship openings will be reviewed as well as approaches to locate and create internships that are not officially publicized. Students will learn about factors they should consider to ensure their internships are positive, enriching experiences.

Ideal for Sophomores, Juniors.

Interviewing Preparation:

Minimum time: 45 Minutes

Advance preparation is the key to a job-winning interview. We'll discuss ways to ensure students are prepared to make a good impression and effectively communicate their skills.

Ideal for Sophomores, Juniors, Seniors.

Job Search Strategies:

Minimum time: 45 Minutes

It's easy to apply for jobs and internships that appear on-line or in the newspaper, but most jobs are never publicly posted. We'll explore ways to learn about prospective employers and to build relationships that will lead to great opportunities.

Ideal for Sophomores, Juniors, Seniors.

Knowing Yourself: The First Step to Career Satisfaction:

Minimum time: 45 Minutes

Students will gain insight to their strengths, interests and personalities using in-class exercises or assessment instruments. Assessment instruments include the Myers Briggs Type Indicator, the Strong Interest Inventory, and Strengths Finder. The cost of each assessment per student ranges from \$8 to \$15.

Ideal for Freshman, Sophomores.

Career Fair Preparation:

Minimum time: 15 Minutes

We'll discuss ways to maximize opportunities available through career fairs including employer research prior to the event, appropriate attire, creating a strong first impression, communicating relevant skills and appropriate follow-through.

Ideal for all students.

Salary Negotiation:

Minimum time: 20 Minutes

Research shows that negotiating can make a significant difference in a starting salary. We'll share strategies and techniques that have proven most effective in the salary negotiation process.

Ideal for Seniors.

Building the Skills Employers Seek:

Minimum Time: 30 Minutes

Employers tell us they look for transferable skills such as leadership, interpersonal, and communication skills in their new employees. How can students capitalize on the opportunities to develop these skills? We'll also discuss electronic portfolios as a helpful tool for tracking skill development.

Ideal for Freshman, Sophomores.

Faculty Staff Newsletter

ST PAUL CAMPUS
career center



UNIVERSITY OF MINNESOTA

August 2008

198 McNeal Hall
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Phone: 612-624-2710
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Visit us online at:

www.stpaulcareers.umn.edu

Resource Room Open Daily:

8:00am-4:30pm
Open until 6:00pm Wednesdays

Drop In Hours Fall 2008

Mondays	9:00am - 12:00pm
Tuesdays	10:00am - 1:00pm
Wednesdays	1:00pm - 6:00pm
Thursdays	10:00am - 1:00pm
Fridays	1:00pm - 4:00pm

Serving Graduate and Undergraduate Students From:

- College of Design
- College of Food, Agricultural, and Natural Resource Sciences
- College of Continuing Education (*degree seeking students*)
- Students with minors or self designed majors in any of the above areas

The University of Minnesota is an equal opportunity educator and employer. This material is available in alternative formats upon request. Please contact the St. Paul Campus Career Center at 612-624-2710.

Job Market Good for Undergrads Despite Economic Slowdown

Despite the unpleasant economic news reports in the media, surveys conducted by the National Association of Colleges and Employers indicate that hiring projections for spring 2008 graduates are up 8 percent over spring 2007. Additionally, overall salaries for recent graduates are up more than 5% over last year. Many organizations report that they are hiring new professionals in part to have an experienced and skilled workforce in place prior to the retirement of baby boomers over the coming years. To access other surveys related to student employment visit the National Association of Colleges and Employers News and Events web site at <http://www.nacweb.org/press/current.asp>

Career Center Annual Report

At the St. Paul Campus Career Center we have just completed our 2007-2008 Annual Report which summarizes our many accomplishments over the past year. A few of the highlights from this year in review include:

- Increased student contacts by 31% over the 2006-2007 academic year
- Received excellent evaluations from students of their experience with career center staff in both appointments and career courses
- Developed 12 online career workshops available to undergraduate and graduate students
- Created a professional video to provide students with examples of good interviewing
- Held first ever Practice Interview Night which was attended by 39 students
- Created a partnership with the College of Continuing Education to serve the career needs of their degree seeking students

For a full list of accomplishments and to review the complete twelve page report, visit: <http://www.stpaulcareers.umn.edu/annualreport.html>

Online Practice Interviews

Beginning this fall, the St. Paul Campus Career Center will be using new technology called InterviewStream that will allow students to practice their interviewing skills from any computer with a webcam. (Webcams will also be available for check-out for those who need them.) A student can select a set of questions related to his/her field of interest, record themselves answering questions, review their video and also submit the recording electronically for St. Paul Campus Career Center staff members to review.

InterviewStream will be a great way for students to practice their interview skills at a time and place that is convenient for them. The St. Paul Campus Career Center will continue to provide individual video taped practice interviews and we encourage students to make use of both services to ensure that they are ready to ace those tough job interview questions! Learn more by visiting <http://www.stpaulcareers.umn.edu/interviewstream.html>.

Career Center Wins Award

In May, the St. Paul Campus Career Center was awarded the 2008 Little Red Oil Can Award by the St. Paul Board of Colleges. The award was received for outstanding service to the St. Paul Campus community.

New and Improved Web Site

This summer, the St. Paul Campus Career Center web site has been redesigned to be more user-friendly to both students and staff. Usability testing was conducted with students to ensure that the design was appealing and that information was placed in areas where students will find it. Things you will find in the new re-designed web site that will be launched this fall include:

- More intuitive menus and easy to find information
- Fewer clicks necessary to access content
- Simplified terminology that is easy for new students to understand
- More online workshops to meet student demand for timely information
- Comprehensive information by major including job titles of alumni, employment information and job search resources.
- More resources for targeted student populations including students with disabilities, adult learners, student veterans, international students and multicultural students.

More details will be sent to you once the new site is live!

Design Career Class Launched

This fall, the St. Paul Campus Career Center will launch a new course called Strategic Career Planning for Design. This course will follow a similar curriculum as our successful CFAN 4201 course, but the content will be uniquely tailored to the needs of students in the design fields. The class will touch on unique issues facing students in design including:

- Skills needed beyond design to be successful in the field
- Writing a design friendly resume
- Portfolio types needed in interviews
- How to effectively use a portfolio in an interview
- Networking in the design industry

This course is ideal for sophomores, juniors and seniors looking for their first jobs or internships. Please help spread the word about this great class!

Career Leaders Conduct Class Visits

Did you know that approximately 95% of students on the St. Paul Campus correctly identify the St. Paul Campus Career Center as their career services office? This high level of awareness is thanks to a concerted effort to reach out to students through flyers, creative marketing, email, faculty/advisor referrals and class announcements. One critical way that we promote our services is through our Career Leaders – a group of 20 students who make announcements about upcoming career events at the beginning of class. If you receive an email from one of our Career Leaders, we hope you will agree to allow him/her to visit your class to give a quick 5 minute announcement about career services – it is one of the best ways to ensure all students are aware of our upcoming events!

Great Resources for Your Majors

To help current and prospective students learn more about specific career information and job search tools related to their area of study, the St. Paul Campus Career Center has created a web page for each major that we serve. On these informative pages, students and staff will find:

- Brief information about the major including links to the college for details
- Common job titles for people with the major
- Types of employers that typically hire people with the degree
- Job titles of alumni of the major and career profiles for some of those alumni
- Salary and employment statistics of graduates
- Resource lists including job posting sites and career information for the major.

To check out these great resource pages for your department visit http://www.stpaulcareers.umn.edu/options/careers_majors.html. If you have any suggested additions or changes, we would love to hear from you. Just email Heidi Perman at hperman@umn.edu.

Multicultural Competency Initiative

The staff of the St. Paul Campus Career Center is committed to providing outstanding service for all of the students that we serve. As part of our efforts to ensure excellent service to multicultural students, the office has developed goals and initiatives to continuously improve upon our understanding of diverse communities. Over the past year, all staff members have taken the Cross Cultural Adaptability Inventory (CCAI) and the Intercultural Development Inventory (IDI) to reflect individually on their intercultural sensitivity and world view. Additionally, during staff meetings we take time to discuss chapters from a book on multicultural counseling.

To ensure that this initiative becomes integrated into the culture of our office and our daily processes, yearly office goals have been drafted to integrate our learning into the daily operations of the center. Additionally, staff members have developed personal goals related to multicultural competency that are incorporated into the performance evaluation process. We hope through these efforts our office will always feel like a welcoming and understanding environment to students of all background and experiences.

Faculty Best Practices

We would like to thank the faculty and instructors who have worked with the St. Paul Campus Career Center to integrate career development into the classroom. Below is a great example of how one instructor collaborated with our office to enhance the career development of students on campus. To get more great ideas, visit the faculty resources section of our web site at: http://www.stpaulcareers.umn.edu/faculty_staff/resources.html

Pat Hemmis – Design Housing & Apparel

During spring semester, Pat Hemmis worked with the St. Paul Campus Career Center to have all of the students in her senior seminar courses take the StrengthsQuest inventory. A career counselor visited both classes to conduct group interpretations of the inventory. During these sessions, the students were better able to understand the results and integrate the information from their inventories into their future goals. Additionally, Pat helped students see the connections between course content and their inventory results. By making these connections, Pat reported that many of the students incorporated the results of their inventories into their final class projects.

2008-2009 Career Fairs – Mark Your Calendars

The St. Paul Campus Career Center will again host several career fairs for students, and your attendance is very important to employers. Therefore, we hope you will add the following career fairs to your calendar and consider these events as you create your course syllabus:

Fall 2008

St. Paul Campus Job & Internship Fair

*Wednesday, September 24, 2008
10:00am-2:30pm
Continuing Education and Conference Center*

Undergraduate and graduate students can learn about careers, jobs and internships with employers in fields related to agronomy, animal science, banking/finance, bio-based products, commodity trading, food industry, retail, and sales & marketing. <http://www.stpaulcareers.umn.edu>

Government Job & Internship Fair

*Friday, October 24, 2008
10:00am-3:00pm
Great Hall, Coffman Union*

Students interested in internships or full time employment with local, state or federal agencies should be encouraged to attend this great statewide event. <http://www.mcucsa.org/govjobfair/>

Spring 2009

Environmental Internship & Career Fair

Wednesday, February 4, 2009

University of Minnesota Job & Internship Fair

Monday, February 9, 2009

Architecture, Interior Design & Landscape Architecture Career Fair

Thursday, March 5, 2009

68 Years of Experience

Did you know that the staff of the St. Paul Campus Career Center holds a combined 68 years of experience within the field of career development? You can be confident that our staff has the experience necessary to help students succeed!