

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 Freshmen, 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 Freshmen, Sophomores.

Faculty Staff Newsletter

ST PAUL CAMPUS
career center



UNIVERSITY OF MINNESOTA

Spring 2009

198 McNeal Hall
1985 Buford Avenue
St. Paul, MN 55108
Phone: 612-624-2710
Fax: 612-624-9213
Email: spccc@umn.edu

Visit us online at:

www.stpaulcareers.umn.edu

Resource Room Open Daily:

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

Drop In Hours Spring 2009

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.

Referring Students to Career Services

Students often need career services earlier than they think. As a faculty or staff member, you have the ability to encourage students to visit our office by simply asking some of the questions below:

- What are your career goals after graduation?
- What skills and experiences do you think you will need to be successful in this industry?
- What types of experiences have you developed related to your career goals?
- Do you know how to find jobs and internships in your field?
- Do you know what organizations hire people in your field?
- Have you ever had your resume critiqued by career services or conducted a practice interview?
- Do you know about professional associations in your industry and how they might be helpful in your search for jobs or internships?
- Can you name three organizations that hire people in your industry of interest?

If a student responds in a vague manner to any of these questions, it might be a sign that a referral to the St. Paul Campus Career Center would be beneficial. Encourage them to call our office to set up an appointment.

Referral Phrases that other staff members have found effective:

- "You don't have to have any specific career questions; just make an appointment and the staff member will take it from there and know how to help you."
- "Your personal career counselor is (Heidi, Maggie, Liz, Heather, Sara) and her phone number is 612-624-2710."

Online Job Search Resources for Targeted Populations

Over the past several months, we have been working to launch the new St. Paul Campus Career Center web site with a new look and easier to navigate menu options. As part of this redesign, we have been intentional to provide more detailed information for our diverse student groups on campus. Within the *Find Jobs and Internships* section of our web site you will now find resources for targeted populations including information for:

- Students with Disabilities
- GLBT Students
- International Students
- Multicultural Students
- Adult Learners
- Veteran Students

Check out these new resources and let us know what you think! If you have any resources that you think should be added, please email them to Heidi Perman at hperman@umn.edu.

Did you know?

...that there are currently 33,949 Active Students/ Alumni registered on GoldPASS? Of those, about 10% are students and alumni served by the St. Paul Campus Career Center.

WetFeet – New Online Resource

Students and faculty at the University of Minnesota now have access to a great online career tool called WetFeet. This resource contains great advice and information on careers in business and industry. The web site allows you to read articles, learn about specific industries and companies, or download “insider guides.” This is a great resource to get a fresh perspective and new ideas on careers. To use this resource:

- Access the University of Minnesota Libraries Web site at <http://www.lib.umn.edu/> and select the letter “W” under Indexes and Databases A-Z and look for “WetFeet”

Questions about this online tool? Contact Van Houlson at houl001@umn.edu.

New Career Classes

The St. Paul Campus Career Center is pleased to announce two new classes that have been launched this academic year to meet the needs of students in our partner colleges.

Discovering Majors and Careers

CFAN 3480 – 1 Credit

This course is ideal for first or second year students who are undecided about their major and/or strongly questioning what they will do with their major after graduation. The course will allow students to engage in extensive self assessment, as well as career and major research so that they are more confident with their plans moving forward.

Strategic Career Planning for Design

DES 3160 – 1 Credit

This course is a version of our existing career planning course that teaches students the skills necessary to secure jobs and internships in the design industry. The course was offered for the first time this fall and received outstanding reviews from students. Two sections have been offered for Spring 2009 to meet the high demand for the course.

Faculty Best Practices

Career Appointment Assignment

Gretchen Rozeboom - Orientation to Animal Science ANSC 1001

In order to help us achieve our goal of having more first and second year students visit career services, Gretchen Rozeboom worked with the St. Paul Campus Career Center to require all 80 students in her class to have an individual appointment with a career counselor as a course assignment. These required appointments allow us to cover the following with each student:

- Review how career services can help them achieve their goals
- Develop an individualized action plan for each student
- Begin the conversation of an alternative career plan for students pursuing competitive fields such as veterinary or medical school admissions.

These appointments have been a great way to get students on track toward a successful career plan and help them connect with the friendly and knowledgeable staff members at career services earlier during their academic careers.

Online Workshop Assignment

Learning Abroad Center – Global Identity Course EdPA 3103

Global Identity: Connecting Your International Experience to Your Future is an online course that allows students to intensively reflect on their time abroad and integrate the experience into their future plans. One of the required assignments for this course is for students to view one or more of the career center’s online workshops. Students then are given an assignment to begin identifying the skills they are learning while abroad and developing a plan for how they will integrate these skills into a resume, interview or professional portfolio. Not only are the online workshops helpful for the assignment, it reminds students that there are many U of M resources they can utilize via the web while they are out of the country.

Over 17 Online Workshops Available!

Did you know that we have served hundreds of students through online workshops? These 8-12 minute sessions provide great information to students on all kinds of topics including:

- Resume Writing
- Cover Letters
- Curriculum Vitae Writing
- Effective Interviewing
- Phone Interviews
- Job Fair Success
- Salary Negotiation
- Transitioning from Student to Professional
- Marketing Your Individualized Degree
- Finding Jobs and Internships
- Applying to Federal Jobs
- Networking
- Networking for International Students
- GLBT Job Search Tips
- Graduate School Planning
- Law School Applications
- Writing Effective Personal Statements

To check them out for yourself or to link the workshops to your department’s web site, simply go to <http://www.stpaulcareers.umn.edu/workshops.html>

Spring Career Fairs

There are several career fairs that might be of interest to your students over the coming months. You can help support these career fairs in several ways:

- Avoid holding exams on these dates.
- Make announcements about the fairs in classes or allow our Career Leaders to make announcements in your class if contacted.
- Require a resume or employer research assignment prior to the events to help students prepare.
- Consider offering extra credit to students who attend.
- Stop by the fairs and introduce yourself to employers...they enjoy talking to faculty and staff about the program curriculum.

Environmental Internship and Career Fair

Wednesday, February 4, 2009

2:00pm-6:00pm (Note new time!)

North Star Ballroom, St. Paul Student Center

www.stpaulcareers.umn.edu/index/careerfair.html

University of Minnesota Job and Internship Fair

Monday, February 9, 2009

10:00am-4:00pm

Minneapolis Convention Center

www.umjobfair.org

Architecture, Interior Design and Landscape Architecture Career Fair

Thursday, March 5, 2009

6:00pm-9:00pm

Great Hall, Coffman Union

www.design.umn.edu/careerfair

Nutrition Career Fair

Thursday, March 5, 2009

1:00pm-4:00pm

North Star Ballroom, St. Paul Student Center

Contact Pam Dickman at dick0380@umn.edu for details

Did you know?

...Over the past year, over 11,865 jobs and internships were posted on GoldPASS by local and national employers.