

# Arts and Sciences Career Services Newsletter

## January/early February 2008 Edition

*www.arts.cornell.edu/career*

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### **1. UPCOMING A&S AND CORNELL CAREER SERVICES EVENTS AND PRESENTATIONS**

#### **\* A Crash Course in Career Planning: “Self Assessment and Beyond” for Arts & Sciences Undergraduates \***

Determine your values, skills and interests; consider your academic, vocational and extracurricular or avocational options. Three consecutive Mondays: 2/4, 2/11 and 2/18 from 4:40 – 6:10 p.m. (registrants must commit to all three sessions.) Course is space-restricted: limited to the first 20 students registered in G55 Goldwin Smith by 12 noon, Friday, February 1.

- 1/21 Resumaniacs (walk-in critiques) 1:00 – 4:00 p.m., 103 Barnes and G55 Goldwin Smith (repeated 2/22, 1:30 – 4:30, 201 Ives)
- 1/21 Interviewing Skills for All Career Interests, 4:45 p.m., Kaufmann Auditorium, Goldwin Smith
- 1/22 FRESH Extern (job shadow) Program Information Session and Registration, 5:00 p.m., Multipurpose Room, Appel Commons. See: <http://www.career.cornell.edu/FRESH/default.html> Applications due no later than Feb. 4, 7:00 p.m. (repeated 1/23).
- 1/22 Job/Internship Interview Preparation Workshop for International Students, 5:00 – 6:30 p.m., 100 Caldwell; bring resume to sign up for a mock interview held Thursday or Friday; RSVP to [careerevents@cornell.edu](mailto:careerevents@cornell.edu) required.
- 1/23 FRESH Extern (job shadow) Program Information Session and Registration, 6:00 p.m., Multipurpose Room, Appel Commons.
- 1/24 Summer Jobs and Internships for College of Arts and Sciences Students, 4:35 p.m., 142 Goldwin Smith
- 1/25 HCEC Letters of Recommendation: Whom to Ask and How? 12:20 p.m., North Rm., WSH
- 1/25 Mock Interview Madness (On-line registration through InterviewTRAK *before* 1/22 required, and limited to students who have attended an interviewing skills workshop and have not yet had a Career Services mock interview.), in 103 Barnes and 55 GSH.
- 1/25 A&S Job Search and On-Campus Recruiting Orientation, 4:35 p.m., 142 Goldwin Smith
- 1/28 Resume Writing Workshop for First Year Students, 5:00 – 7:00 p.m., 3330 Tatkon Center
- 1/28 Health Careers Evaluation Committee: Step 1 Registration, 5:00 – 7:00 p.m., 103 Barnes (repeated 1/29)
- 1/29 Using CornellTRAK in the Job Search, 4:30 p.m., 162 MVR
- 1/30 Resume Critique Session and CornellTRAK Profile Workshop, 5:00 p.m., 3330 Tatkon Center
- 1/31 Wait-listed or Waiting to Hear from Med/Professional Schools: What to Do? 12:20 p.m., North Room, Willard Straight
- 1/31 Resumes that Work for All Career Interests, 4:35 p.m., Kaufmann Auditorium, Goldwin Smith
- 2/4 Career Planning Workshop for Arts and Sciences Undergraduates, 4:40 p.m. (first of 3 in a series – register in G55 GS)
- 2/5 Guidelines for Applying to Law School, 4:35 p.m., 103 Barnes
- 2/5 Careers for History and Government Majors: freshmen and sophomores, 4:35 p.m., must register in G55 Goldwin Smith
- 2/5 A Big Name Isn't Always Better – Student and Employer Panel, 4:45 p.m., 155 Olin

- 2/6 Get Started! Freshman Career Services Fair, 4:30 – 6:00 p.m., 1<sup>st</sup> Floor Lounge, RPCC
- 2/6 Careers in Psychology and Social Work Panel, 4:30 p.m., 280 MVR
- 2/11 Upstate NY Communication Career Fair (April 14-16) Information Meeting, 4:45 p.m., 128 Rockefeller
- 2/12 Applying for a Paralegal/Legal Assistant Position, 4:35 p.m., 103 Barnes
- 2/12 Writing Personal Statements and Themes for Health Career Evaluation Committee and Applications, 4:35 p.m., 145 Warren
- 2/12 Navigating a Career Fair and Networking Made Easy, 4:45 p.m., 155 Olin
- 2/13 Guidelines for Applying to Graduate School, 4:35 p.m., 103 Barnes
- 2/13 Plan B – Taking a Year (or Two) Between College and Graduate School, 4:35 p.m., 142 Goldwin Smith
- 2/15 All-Ivy Environmental Career Fair (*see below*) 10:00 a.m. – 3:00 p.m., Columbia University, NYC

**2. Spring 2008 ON- and OFF-CAMPUS CAREER FAIRS**  
<http://www.career.cornell.edu/careerFairs/cuevents.html>

On-Campus:

**ALL IVY ENVIRONMENTAL CAREER FAIR**, February 15, 10:00 a.m. – 3:00 p.m., Low Library, Columbia Univ., NYC  
[http://www.earth.columbia.edu/education/ivy\\_career\\_fair/index.html](http://www.earth.columbia.edu/education/ivy_career_fair/index.html)

Register on-line; bus from Cornell available. Contact Claire Benton, Engineering Career Services, 201 Carpenter

**CU ENGINEERING STUDENT COUNCIL CAREER FAIR**, February 19, 9:00 a.m. – 2:00 p.m., Duffield Hall Atrium  
<http://esc-cornell.org/corporate/career-fair-networking-dinner/>

**CU NONPROFIT AND GOVERNMENT CAREER INFORMATION FAIR**, February 28, 12:00 – 4:00 p.m., Statler Ballroom  
<http://www.career.cornell.edu/careerFairs/nonprofgovtCF.html>

**IVY PLUS AND NIC eCAREER FAIRS**: For more information, log in to CornellTRAK beginning in February (Dates TBA) and click on the Ivy Plus eCareer Fair and the NIC eCareer Fair logos.

**ILR SOCIAL JUSTICE CAREER FAIR** – April; details to be announced

Off-Campus:

**NONPROFIT CAREER NETWORKING FAIRS**: <http://www.career.cornell.edu/publicService/careerFairs.html>  
 Limited admission, open to Cornell students: February 22 in Philadelphia; March 7 in NYC; March 14 in Boston.

**WEB LISTING OF JOB FAIRS and More, esp. in California**: <http://jobstar.org/contents.php>

**3. FINDING EMPLOYMENT OPPORTUNITIES and OCCUPATIONAL INFORMATION**

**Campus resources for summer, intersession and year-round research, academic and employment information:**

1. Check your academic departments' and college career offices' bulletin boards, file cabinets, books and binders
2. Cornell Public Service Center, 200 Barnes Hall - <http://www.psc.cornell.edu/>
3. Cornell Undergraduate Research Program - <http://www.arts.cornell.edu/ur/>
4. Cornell Summer Programs - <http://www.sce.cornell.edu/sce/college.php>
5. Cornell Student Employment Services, 203 Day Hall - <http://www.sas.cornell.edu/SES/home.htm>
6. Cornell Career Services Web sites and libraries in G55 Goldwin Smith and 103 Barnes Hall  
<http://www.career.cornell.edu/jobsAndInternships/default.html>
7. Cornell Career Services CornellTRAK job listing system: [www.career.cornell.edu](http://www.career.cornell.edu) – Check weekly for additions. Build customized Job Search Agents (internet robot) based on location, job type, job category and keywords.
8. If you are work-study eligible, you can apply for funding through DY0: have up to 50% of your wages subsidized by Cornell. Application in 203 Barnes Hall or Day Hall. <http://www.career.cornell.edu/jobsandinternships/DYO/faq.html>
9. CU students' reports on their past summer jobs: <http://www.career.cornell.edu/surveysAndSalary/summer.html>

**Employment Agencies** and other third party recruiters: <http://www.naceweb.org/committee/whitepapers/student3gde.htm>

**What have Cornell alumni done with their majors?** See: <http://www.arts.cornell.edu/career/careersafter.asp>  
Learn about Occupations from alumni and others through Cornell's E-clips: <http://eclips.cornell.edu/themesList.do>

**Business Week Best Places to Launch a Career – 2006 Ranking:** <http://bwnt.businessweek.com/bplc/2006/index.asp>

**Career Information:** *Wetfeet.com* offers salary data and day-in-the life profiles. \*From [www.career.cornell.edu](http://www.career.cornell.edu) go to: Career Library and select from the side navigation bar \*Use your net ID and user password.

#### **4. JOB/INTERNSHIP ANNOUNCEMENTS**

**The AlumniAthlete Network Wall Street Summer Internship** Program provides sophomores and juniors paid internships at prestigious investment banking firms. <http://www.careercore.com/AlumniAthleteInternship.aspx?grpid=37>, by **Jan. 25**.

**American Psychological Association Undergraduate Research Opportunities and Internships Resources:**  
<http://www.apa.org/science/undergradopps.html>

**AmeriCorps** (<https://recruit.cns.gov/>): Nine to 24 month and summer National Service opportunities; must be U.S. citizen, U.S. national, or lawful permanent resident. Quick search to find a program: <https://recruit.cns.gov/quicksearchForm.asp>

**Asian Pacific American Institute for Congressional Studies' Summer Internships** are open to undergraduates and graduate students with interest in public policy issues and Asian Pacific American community affairs; U.S. citizens or legal permanent residents. Receive a \$2,500 stipend. Application deadline **February 1**. <http://www.apaics.org/internships.html>

**Environmental Protection Agency Opportunities for College Graduates** (<http://epa.gov/careers/gradopp.html>):  
The U.S. EPA Interns Program is an entry-level full time career development program. The Federal Career Intern Program is a two-year agency-specific job training and talent identification program. See Web site above for details.

**D.C. Commission on the Arts and Humanities** offers internships in arts management. Open to college sophomores and beyond, available year-round. Application deadline for summer consideration is March. Stipends and college credit may be available. Download application guidelines from: <http://dcarts.dc.gov/dcarts/cwp/view.asp?a=3&q=528363>

**Institute for Humane Studies** ([http://www.theihs.org/internship\\_programs/id.626/default.asp](http://www.theihs.org/internship_programs/id.626/default.asp)) of George Mason University in Virginia, offers paid internships in public policy in Washington, DC and in journalism at newspapers across the country. See Web site for details; questions to: [ih@gmu.edu](mailto:ih@gmu.edu) Deadlines: **January 31**.

**Janet McKinley'74 Family Grant** (<http://www.commitment.cornell.edu/mckinley/default.php>) is for the purpose of assisting Cornell sophomores in pursuing interesting, provocative and entrepreneurial summer projects. Stipend of up to \$5,000. Complete application available from the Cornell Commitment Office in 103 Day Hall; deadline: **February 16**.

**Jay Craven Sales Fellowship Program** (<http://www.katz-media.com/jobs/fellowship.aspx>): The Katz Media Group is offering three paid internships in their media sales organization for college juniors or seniors. In addition to paid internship, housing in Manhattan will be provided for the two month program: June 1 - July 31. Applications are due by **February 9**.

**Massachusetts General Hospital Research** ([www.manicdepressive.org](http://www.manicdepressive.org)): requires BA/BS in Biology, Psychology or related for full-time positions with a two-year commitment. June start dates. To apply, send a cover letter and resume by **February 16** to: [hlund@partners.org](mailto:hlund@partners.org) or Gary S. Sachs, MD, Massachusetts General Hospital, Bipolar Clinic and Research Program, 50 Stanford St, 5<sup>th</sup> Floor, Suite 580, Boston, MA 02114, ATTN: Hannah Lund.

**National Academy of Social Insurance** ([http://www.nasi.org/info-url\\_nocat3815/info-url\\_nocat.htm](http://www.nasi.org/info-url_nocat3815/info-url_nocat.htm)) provides internships in Washington, D.C. that address topics of social policy, long-term care and non-profits. Apply by **March 1**.

**Roswell Park Cancer Institute Program for College Juniors** ([www.roswellpark.org/summer](http://www.roswellpark.org/summer)): Scientific research, classes and seminars, June 5 – August 10; housing available; social events and field trips. See Web site. More information: [mary.wisnicki@roswellpark.org](mailto:mary.wisnicki@roswellpark.org) or call: 800.767.9355, ext. 8134.

**Sansum Institute Student Internship in Bio/Med Sciences** (<http://www.sansum.org/career-intern.php>) is a ten-week summer program for students with interest in careers in medicine or medical research. Contact: Sansum Medical Research Institute, 2219 Bath St., Santa Barbara, CA 93105; Ph.: 805.682.7638; Fax: 805.682.3332. Apply by **March 1**.

**SeaWorld Orlando Internships** (<http://www.seaworld.org/career-resources/internship/index.htm>): This fast-paced experiential learning opportunity is designed for undergraduate students who have completed their sophomore year and are seeking degrees in education, science, or recreation. Internship programs begin on May 22. Application due: **March 2**.

**Student Conservation Association** ([www.thesca.org](http://www.thesca.org)) offers 3-12 month long internships in over 50 disciplines and in all 50 states for people 18 and over, with each position offering its own unique experiences. Refer to Web site for details.

**U.S. State and Local Government Opportunities:** <http://thejobpage.gov/statelocal.asp>

## **5. FELLOWSHIPS & SCHOLARSHIPS**

**What is a fellowship?** Read overview and detailed descriptions at: <http://www.career.cornell.edu/fellowships/default.html>

**AJWS World Partner Fellowship** is awarded to Jewish recent college graduates and emerging professionals who wish to volunteer and live independently in a developing country. Fellows serve with NGOs for a minimum of nine months. Info: [www.ajws.org/index.cfm?section\\_id=5&sub\\_section\\_id=11&page\\_id=246](http://www.ajws.org/index.cfm?section_id=5&sub_section_id=11&page_id=246) or call 212.792.2888. Apply by **February 1**.

**Beinecke Scholars** (<http://www.career.cornell.edu/fellowships/descriptions/beinecke.html>) receive \$2,000 upon graduation and a stipend of \$15,000 for each of two years in graduate school. Must be a junior with 3.7 GPA and intent to pursue graduate study in the arts, humanities or social sciences. Campus deadline for application: **February 8**.

**Environmental Protection Agency National Network for Environmental Management Studies Fellowship Program** catalogue is available in the CALS and A&S Career Services libraries. Undergraduate or graduate students pursuing environmental programs are encouraged to apply on or before **February 13**.

**Humanity in Action Fellows** (<http://www.humanityinaction.org/index.php?option=content&task=view&id=5>) examine historical and contemporary human rights and minority rights issues in Europe and the United States. HIA seeks students who are intelligent, engaging, and emotionally mature. The application deadline for U.S. citizens is **February 7**.

**National Institutes of Health** (<http://www.ugsp.nih.gov/home.asp?m=00>) The NIH Undergraduate Scholarship Program (UGSP) offers competitive scholarships to exceptional students from disadvantaged backgrounds whom are committed to biomedical, behavioral, and social science research careers at the NIH. Apply by **February 29**.

**U.S. Office of Personnel Management** lists fellowships, internships and more: <http://www.studentjobs.gov/e-scholar.asp>

## **6. ARTS & SCIENCES CAREER SERVICES**

The Robert and Donna Paul Advising Center, G55 Goldwin Smith Hall, Cornell University  
607.255.4166 • [AS\\_CAREERS@CORNELL.EDU](mailto:AS_CAREERS@CORNELL.EDU) • Open year-round Monday – Friday, 8:00 a.m. – 4:30 p.m.

- **Lisa Harris, Director:** advises humanities majors; A&S students interested in legal careers and law school applicants and students considering journalism and publishing careers.
- **Diane Miller, Assistant Director:** advises social science, foreign language and area studies majors; students interested in marketing, teaching and international careers; A&S students looking at gaining credit for internships.
- **Irene Komor, Career Counselor:** advises economics, mathematics, computer science, A&S biological and physical science majors; career counseling and testing for Arts undergraduates; advises students interested in advertising and PR.
- **Jennifer Perry, Administrative Assistant:** schedules advising appointments and coordinates A&S Dean's Certification letters for applying to law schools and schedules advising appointments: 607.255.4166.
- **Student Career Ambassadors:** schedule advising appointments, offer assistance in the A&S career library and provide resume and cover letter critiques daily during the academic year – no appointment necessary. Schedule posted in office.