

Arts and Sciences Career Services Newsletter

January/early February 2009 Edition

www.arts.cornell.edu/career

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

In this Issue:

1. Upcoming A&S and Cornell Career Services programs
2. Career Fairs On- and Off-Campus
3. CCNet Mentors, new in CareerNet – contact alumni and friends of Cornell for career guidance
4. Listing of Some Fellowship, Internship & F/T Job Openings with Applications Due late January – early March
5. A&S Career Services Staff Directory

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: 2/2, 2/9 and 2/16 from 4:40 – 6:00 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, January 30.

- 1/19 Udall Scholarship Information Session, 4:35 p.m., 103 Barnes
- 1/20 Get Started! Freshmen Career Services Fair, 4:30 – 6:00 p.m., 1st Floor Lounge, RPCC
- 1/21 Mock Interview Madness for Financial Services Jobs; Advance sign-up in 103 Barnes required
- 1/21 Interviewing Skills for All Career Interests, 4:45 p.m., 233 Plant Science
- 1/21 FRESH Extern (job shadow) Program Information Session and Registration, 6:00 p.m., Multipurpose Room, Appel Commons (repeated 1/23). See: <http://www.career.cornell.edu/FRESH/rightForYou.html>; Applications due no later than 1/30, 7:00 p.m.
- 1/22 Summer Jobs and Internships for College of Arts and Sciences Students, 4:35 p.m., Kaufmann Auditorium, Goldwin Smith
- 1/23 Resumaniacs (walk-in resume and cover letter critiques for A&S undergraduates) 1:00 – 4:00 p.m., G55 Goldwin Smith
- 1/23 Wait-Listed or Waiting at Medical Schools: What to Do, 12:20 p.m., North Room, Willard Straight
- 1/26 Resume Writing Workshop for First Year Students, 5:00 – 6:00 p.m., 3330 Tatkon Center
- 1/26 Effective Job Search in a Tight Job Market, 4:35 p.m., Kaufmann Auditorium, Goldwin Smith
- 1/27 Using CareerNet for Internship and Job Searches, 4:30 p.m., 162 MVR
- 1/27 Health Careers Evaluation Committee: Step 1 Registration, 5:00 – 7:00 p.m., 103 Barnes (repeated 1/28)
- 1/27 Resume Critiques for FRESH Applications, 5:00 – 7:00 p.m., 3330 Tatkon Center
- 1/28 Living the Life of a Medical Specialist: Gastroenterology, 4:30 p.m., G71 MVR
- 1/29 Financing your Legal Education, 4:35 p.m., 103 Barnes
- 1/29 HCEC Letter of Recommendation: Whom to Ask and How, 12:20 p.m., North Room, Willard Straight
- 1/29 Resumes that Work for All Career Interests, 4:35 p.m., 142 Goldwin Smith
- 1/30 Resumaniacs: Walk-in Resume Critiques, 1:30 – 4:30 p.m., 201 Ives and 103 Barnes
- 2/2 Career Planning Workshop for Arts and Sciences Undergraduates, 4:40 p.m. (first of 3 in series – register in G55 GS by 1/30)
- 2/2 Develop a Business Plan to Manage your Financial Job Search, 4:45 p.m., 233 Plant Science
- 2/3 Urban Semester Info Session for the semester-long option, 4:30 p.m., G87 MVR
- 2/3 Guidelines for Applying to Law School, 4:35 p.m., 103 Barnes

- 2/3 Vanderbilt Accelerator Program Info Session for business interests, 4:35 p.m., Kaufmann Aud.; interviews scheduled for 2/4
- 2/3 Your Job Search in a Tough Economy, 4:45 p.m., 122 Rockefeller
- 2/4 Urban Semester Info Session for the summer option, 4:30 p.m., 153 MVR
- 2/4 Job Search Strategies: Finance Career Alternatives, 4:35 p.m., 233 Plant Science
- 2/5 Career Options for Sociology Majors, 4:35 p.m., 142 Goldwin Smith
- 2/5 The Art and Science of Interviewing for Engineering Jobs, 4:45 p.m., B14 Hollister
- 2/10 Applying for a Paralegal/Legal Assistant Position, 4:35 p.m., 103 Barnes
- 2/10 Career Options for Area Studies Majors, 4:35 p.m., Kaufmann Auditorium, Goldwin Smith
- 2/10 Writing Personal Statements and Themes for Health Career Evaluation Committee and Applications, 4:35 p.m., room TBD
- 2/11 Careers in Psychology and Social Work Panel, 4:30 p.m., 280 MVR
- 2/12 Guidelines for Applying to Graduate School, 4:35 p.m., 103 Barnes
- 2/17 How to Navigate Employer Events (info sessions, job fairs, etc.): A Practical Guide for Students, 4:45 p.m., B14 Hollister
- 2/18 Sophomore Orientation for Pre-Med Students, 4:35 p.m., Lewis Auditorium, Goldwin Smith (repeated 2/20, 12:20 p.m.; North Rm., WSH)
- 2/19 Internship Opportunities with Cornell Cooperative Extension, 4:30 p.m., 153 MVR
- 2/20 Plan B: Taking a Year (or Two) Between College and Graduate School, 4:00 p.m., Kaufmann Auditorium, Goldwin Smith

2. Spring 2009 ON- and OFF-CAMPUS CAREER FAIRS and Networking events

<http://www.career.cornell.edu/careerFairs/cuevents.html>

ALL IVY ENVIRONMENTAL CAREER FAIR, March 6, 10:00 a.m. – 3:00 p.m., Low Library, Columbia Univ., NYC

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

BIOLOGY MAJORS CAREER CONFERENCE, February 27-28, by advance registration only in 216 Stimson

CENTRAL NY COMMUNICATIONS CONSORTIUM, April 13 – 15, Syracuse. Submit resumes in February for interviews with employers in media and communications. *<http://www.career.cornell.edu/careerFairs/cnycc/default.html>*

CU NONPROFIT AND GOVERNMENT CAREER FAIR, February 26, 12:00 – 4:00 p.m., Statler Ballroom

<http://www.career.cornell.edu/careerFairs/nonprofgovtCF.html>

FRESH: JOB SHADOWS FOR FIRST YEAR STUDENTS: *<http://www.career.cornell.edu/FRESH/rightForYou.html>*

INTERNATIONAL STUDENTS E-FAIR FROM NACE – consult with Cornell Career Services staff in 103/203 Barnes for details.

IVY PLUS AND NIC eCAREER FAIRS: For more information, log in to Cornell CareerNet 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 16th; details to be announced

NONPROFIT CAREER NETWORKING FAIRS: *<http://www.career.cornell.edu/publicService/careerFairs.html>*

Limited admission, open to Cornell students: February 20 in Boston; February 27 in Philadelphia; March 6 in NYC.

PRESIDENT’S COUNCIL OF CORNELL WOMEN Alumnae Panel and Networking Luncheon, early March.

Register on-line through March 1 *<http://www.career.cornell.edu/careerConnections/pccw.html>*

Numerous on-campus interviewing opportunities are available with deadlines for resume submission from mid-to-late January and beyond. If you are interested in the fields of consulting, financial services, marketing, merchandising, science research or related jobs and internships, apply on-line a.s.a.p. to On-Campus Recruiting via Cornell CareerNet.

3. CCNET MENTORS

CCNet Mentors, in Cornell CareerNet, is a database of alumni, employers, parents, and friends from diverse backgrounds who volunteer to share their career experiences. Mentors want to help students understand and pursue their career options. They can provide realistic information about careers, advanced education options, employment conditions, and job responsibilities. They may lend insight into conditions in a particular region, and they may refer you to other contacts. See: <http://www.career.cornell.edu/careerConnections/>

4. HOW TO DISCOVER 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.research.cornell.edu/undergrad/>
4. Cornell Entrepreneurship Internships - <http://www.eship.cornell.edu/internships/student/index.html>
5. Cornell Summer Programs - <http://www.sce.cornell.edu/sce/college.php>
6. Cornell Student Employment Services, 203 Day Hall - <http://www.sws.cornell.edu/SES/home.htm>
7. Cornell Career Services Web sites and libraries in G55 Goldwin Smith and 103 Barnes Hall
<http://www.career.cornell.edu/jobsAndInternships/default.html>
8. Cornell Career Services Cornell CareerNet job listing system: www.career.cornell.edu – Check weekly for additions.
9. If you are work-study eligible, you can apply for funding through DYO: 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>
10. 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>

Career Information: *Vault.com* offers salary data and day-in-the life profiles. *From www.career.cornell.edu: select Career Library from the side navigation bar * see Other Helpful Resources: Vault Guides *Use your net ID and user password to access the Cornell subscription to the *Vault.com* on-line library.

5. JOBS, INTERNSHIP and FELLOWSHIP ANNOUNCEMENTS (late January through early March deadlines)

Tip: When applying to opportunities, it is generally best to err on the side of early rather than last-minute resume submission. There are limited spaces with every employer. Come to G55 for resume reviews. Attend to deadlines and don't wait until the last day to apply!

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: http://ajws.org/what_we_do/service_and_travel_opportunities/world_partners_fellowship/ or call 212.792.2888.

American Psychological Association Undergraduate Research Opportunities and Internships Resources:

<http://www.apa.org/science/undergradapps.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.

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. Fellowships also available. <http://www.apaics.org/programs.html>

Beinecke Scholars (<http://www.career.cornell.edu/fellowships/descriptions/beinecke.html>) receive \$4,000 upon graduation and a stipend of \$15,000 for each of two years in graduate school. Must be a junior with a 3.8 GPA and intention to pursue graduate study in the arts, humanities or social sciences.

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. Fellowships also available.

Institute for Cultural Diplomacy offers advanced undergraduates, post-graduates as well as recent graduates the opportunity to gain practical experience in foreign policy research and advocacy on local and international issues relating to cultural diplomacy. Internships are a minimum of three months. Applicants should at least be an advanced undergraduate in History, Law, International Relations,

Political Science, Communications, Economics, Business, Cultural or related studies. Please note that all ICD internships are not remunerated. See: http://www.culturaldiplomacy.org/index.php?en_internships

Institute for Humane Studies (<http://www.theihs.org/ContentSelectionList.aspx?id=1708>) 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: ihsgmu.edu.

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.

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 a paid internship, housing in Manhattan will be provided for the two month program: June 1 - July 31.

Massachusetts General Hospital Research (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 to: hlund@partners.org or Gary S. Sachs, MD, Massachusetts General Hospital, Bipolar Clinic and Research Program, 50 Stanford St, 5th Floor, Suite 580, Boston, MA 02114, ATTN: Hannah Lund.

McCarter Theatre Center Professional Internship. (http://www.mccarter.org/AboutUs/AboutDefault.aspx?page_id=43) Full-time positions in professional theatre & arts management in one of several departments. Possibilities: directing, producing, casting, general mgt, development, marketing & special events mgt., wardrobe, stage mgt., educational theatre, & literary mgt. August through June of following year. Benefits: housing & \$100/wk stipend. Application deadline: 3/31/09.

National Academy of Social Insurance (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.

Rethink Media is seeking applications for three to four Media and Journalism Interns and/or Fellows who desire hands-on experience in the burgeoning field of advocacy communications. See: <http://www.rethinkmedia.org/node/15934> for details and application guidance.

Roswell Park Cancer Institute Program for College Juniors (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 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: Samsun Medical Research Institute, 2219 Bath St., Santa Barbara, CA 93105; Ph.: 805.682.7638; Fax: 805.682.3332.

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 May 25.

Seeds of Peace hires counselors and facilitators for their summer camp in Maine. See: www.seedsofpeace.org/employment.

Student Conservation Association (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.

The Children's Partnership (TCP) semester internship offers work in D.C. on issues relating to child advocacy and social justice. TCP focuses attention on securing health coverage for uninsured children and ensuring that the benefits of information and communications technology are available to all children and families. www.childrenspartnership.org.

Trinkett Clark Internship: Strong interest in the arts and/or education, good communication skills, outgoing personality, and interest in working with families, ability to work well as a member of a team. Full time summer; start date to be determined. Details: https://www.carlemuseum.org/About_Us/Employment/The_Trinkett_Clark_Internship/ or contact Human Resources at 413-658-1107 or HR@carlemuseum.org for more information.

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

6. ARTS & SCIENCES CAREER SERVICES STAFF

Christa B. Downey, Director; Diane Miller, Assistant Director; Irene Komor, Career Counselor Jennifer Perry, Administrative Assistant; Student Career Ambassadors provide walk-in career planning services.