

Arts and Sciences Career Services Newsletter

March 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.

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1. Upcoming A&S and Cornell Career Services Presentations
2. Spring 2009 Career Fairs and Networking Events, On- and Off-Campus
3. Where to Discover Fellowship, Internship & F/T Job Openings; one Yorba Linda and three Ithaca job listings
4. 2009 Internship Series – Updated A&S Career Services library resources
5. A&S Career Services Staff Directory – walk-in resume and cover letter critiques available daily

1. UPCOMING A&S AND CORNELL CAREER SERVICES PRESENTATIONS

- 3/2 Tips for Finding Internships: Student Panel, 5:00 p.m., Lewis Auditorium, Goldwin Smith
- 3/2 Harvard Business School Information Session, 4:30 p.m., 142 Goldwin Smith
- 3/3 What to do When You're on Reserve or Wait-listed for Law School Admission, 4:35 p.m., 103 Barnes
- 3/3 How to Choose Between Co-op and Internship Offers, 4:45 p.m., B14 Hollister
- 3/5 Alternatives to Veterinary School, 4:35 p.m., 145 Warren
- 3/9 Internship Search: It's Not Too Late, 4:35 p.m., Kaufmann Auditorium, Goldwin Smith
- 3/9 Is Pharmacy a Potential Career for You? 4:35 p.m., 145 McGraw
- 3/10 Careers in Communication for A&S Undergraduates, 4:35 p.m., Kaufmann Auditorium, Goldwin Smith
- 3/10 HCEC Registration: 2009 for 2010 Acceptance, Step II, 5:00 p.m., 103 Barnes (repeated 3/11)
- 3/10 Employer Information Session: International Food Network, 5:30 p.m., 178 Stocking (sign-up in CCNet by 3/9)
- 3/24 Senior Job Search: It's Not Too Late, 4:35 p.m., 142 Goldwin Smith
- 3/25 Writing on the Job: Communicating with Colleagues and Clients, 4:45 p.m., 101 Phillips
- 3/26 HCEC Interviewing from the Interviewer's Perspective, 4:35 p.m., Lewis Auditorium, Goldwin Smith
- 3/26 Tim Punke (Asian Studies)'92, JD'96, Careers in Government and the Private Sector in International Policy; A Munschauer Alumni Career Series Speaker, 4:35 p.m., Kaufmann Auditorium; open to the Cornell community. A&S undergraduates interested in international policy and working in government may pre-register in G55 GSH, no later than noon on Wednesday, 3/25, for additional 6:00 p.m. one-hour career-planning seminar (light dinner provided).
- 3/28 Architecture Alumni Career Forum, noon, 157 East Sibley

2. SPRING 2009 CAREER FAIRS and NETWORKING EVENTS, ON- and OFF-CAMPUS

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

BIO-EXPO 2009, March 5, 2:00 p.m., Duffield Hall Atrium

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 - Bring CU ID card

NONPROFIT CAREER NETWORKING FAIRS: <http://www.career.cornell.edu/publicService/careerFairs.html>
Limited admission, open to Cornell students with CU ID: March 6 in NYC: <http://www.cce.columbia.edu/nfp>

PRESIDENT'S COUNCIL OF CORNELL WOMEN Alumnae Panel and Networking Luncheon, March 7, 2009, noon.
Limited space; register on-line through March 2: <http://www.career.cornell.edu/careerConnections/pccw.html>

UPSTATE NY BIOCAREER CONNECTION, Clarion Hotel (1 Sheraton Drive, served by TCAT buses 30 and 32), Ithaca, March 25, 3:00 - 7:00 p.m., free and open to the public, registration requested: www.tompcoco.net/wfny/attendee.htm

3. WHERE 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 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 DY0: have up to 50% of your wages subsidized by Cornell. Applications in Barnes Hall or Day Hall. <http://www.career.cornell.edu/jobsandinternships/DY0/faq.html>
10. CU students' reports on their past summer jobs: <http://www.career.cornell.edu/surveysAndSalary/summer.html>
11. Ten minutes of career advice for young professionals: <http://10goodminutes.com/>

Summer Positions in Yorba Linda, CA

- The Richard Nixon Presidential Library and Museum (www.nixonlibrary.gov), a nonpartisan federal institution operated by the National Archives and Records Administration, is seeking talented and energetic undergraduate students to work as paid interns from June 1 to August 7, 2009. To apply, please send a current resume, one or two letters of recommendation, a current transcript (a photocopy or other informal version is acceptable), and a cover letter explaining why you would like to be an intern at the Nixon Library to: Internship Program c/o Dr. Timothy Naftali, Director, Richard Nixon Presidential Library and Museum, 18001 Yorba Linda Blvd., Yorba Linda, CA 92886 or email the application to nixon@nara.gov. Applications must be postmarked or emailed no later than March 20. Interns will be hired on a rolling basis beginning on March 1. http://nixonlibrary.gov/newsandevents/Intern_09.php

Selected Summer Opportunities in Ithaca, NY

- Cornell Summer College/Summer Sessions 2009 (<http://www.sce.cornell.edu/>): Applications for Program Assistant and Residential Advisor positions will be available at information sessions in RPCC Auditorium: 3/24, 5:00 p.m. and 3/26, 5:30 p.m.; deadline to apply is March 30, noon. Questions to jlp10@cornell.edu or 607.255.9677.
- The Hospicare and Palliative Care Services (<http://www.hospicare.org/home.html>) Event Coordinator's responsibilities are to plan, develop, and implement promotional activities, fundraising, bereavement, and community events in conjunction with others. Full-time position, mid-May – mid-August, part-time through the end of the year. Requires bachelor's degree; ability to work with database and MS Office applications; knowledge of local community. Paid summer internship is also available to support Event Coordinator's efforts. Send resume and cover letter to: Ms. Saoirse McClory, Community Outreach Coordinator, Hospicare and Palliative Care Services, 172 E. King Road, Ithaca, NY 14850; smcclory@hospicare.org
- New York State Parks Seasonal Employment (<http://nysparks.state.ny.us/agency/employ/>) Finger Lakes Region, 2221 Taughannock Park Road, Trumansburg, NY 14886, 607.387.7041

4. 2009 INTERNSHIP SERIES from Career Education Institutes

Visit the A&S Career Services library Monday – Friday, 8:00 a.m. - 4:30 p.m., to research summer internships: *America's Advertising Agencies, America's Top Companies, Big Green Internships and Summer Jobs for the Environment, For the Common Good: Community and Social Service Agencies, History, Human Rights, International Affairs, Media, Resort and Seasonal Employment, Sports, Washington Internships in Law and Policy, Women's Rights.*

5. 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.

Student Career Ambassador hours spring semester 2009:

Monday: 10:30 a.m. – 4:15 p.m.; Tuesday: 9:00 a.m. – 1:00 p.m. & 2:45 – 4:15 p.m.; Wednesday: 10:00 a.m. – 4:15 p.m.; Thursday: 10:00 a.m. – 3:00 p.m.; Friday: 10:30 a.m. – 1:00 p.m. & 2:30 – 4:15 p.m.

Career planning guidance and job search coaching are available in A&S Career Services. Practice interviews are available by appointment in A&S Career Services and in Cornell Career Services. Resume and cover letter critiques are available on a walk-in basis with Student Career Ambassadors in A&S Career Services and with Peer Advisors in CCS – 103 Barnes. On-campus interviews and university-wide career fairs are available via CCS.