

# Arts and Sciences Career Services Newsletter

## March/April 2009 Edition

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.

***[www.arts.cornell.edu/career](http://www.arts.cornell.edu/career)***

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.

### **IN THIS ISSUE: Jobs and Internships**

1. Upcoming A&S and Cornell Career Services Presentations
2. Where to Discover Fellowship, Internship & F/T Job Openings
3. Selected Summer Opportunities with late March or early April application deadlines

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

- 3/24 Senior Job Search: It's Not Too Late, 4:35 p.m., 142 Goldwin Smith
- 3/25 Upstate NY BioCareer Connection, 3:00 – 7:00 p.m., Clarion Hotel, Ithaca  
Registration requested: [www.tompcoco.net/wfny/attendee.htm](http://www.tompcoco.net/wfny/attendee.htm)
- 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
- 4/1 Tips for Finding Internships (Student Panel), 5:00 p.m., Lewis Auditorium, Goldwin Smith
- 4/2 Truman Scholarship Information Session, 4:35 p.m., 103 Barnes
- 4/7 Goldwater Scholarship Information Session, 4:35 p.m., 103 Barnes
- 4/7 How to Decide Where to Apply to Medical/Dental Schools, 4:35 p.m., 142 Goldwin Smith
- 4/7 Thinking about Law School? Pre-law Briefing for Underclass Students, 4:35 p.m., 103 Barnes
- 4/7 Speed Networking: Ithaca Interns, 5:30-7:30 p.m., Holiday Inn, Ithaca; details: [www.ithacaforward.org](http://www.ithacaforward.org) or phone 607.273.7080
- 4/9 Graduate School in Your Future? Briefing on the Application Process, 4:35 p.m., 103 Barnes
- 4/13 Communications Career Fair, Syracuse University: <http://www.career.cornell.edu/careerFairs/cnycc/default.html>
- 4/13 Ithaca Area Job Search, 4:35 p.m. 142 Goldwin Smith Hall
- 4/13 Taking the Fear Out of Relocating, 4:45 p.m., B14 Hollister
- 4/15 Finding Your Home in a New Community: Housing and Social Networks (Student Panel), 4:45 p.m., 101 Phillips
- 4/16 Social Justice Career Fair, 1:00 – 4:00 p.m., 2<sup>nd</sup> Floor Lobbies, Ives  
<http://www.ilr.cornell.edu/careerservices/employers/fairs/socialJustice/index.html>
- 4/21 How to Apply to Medical/Dental School: AMCAS and Others for 2009 Applicants for 2010 Acceptance, 4:35 p.m.  
Lewis Auditorium, Goldwin Smith
- 4/21 Transitioning Into the World of Work, 4:30 pm., 105 Ives; pre-registration required – phone 607.255.7816

## **2. WHERE TO DISCOVER EMPLOYMENT OPPORTUNITIES and OCCUPATIONAL INFORMATION**

### **Campus resources for summer, intercession 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](http://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/>

## **3. SELECTED SUMMER OPPORTUNITIES (discovered through above resources among others)**

**Metzger Grant to fund an internship:** In Spring 2009, up to \$3,000 will be awarded to an undergraduate in the College of Arts & Sciences pursuing a summer internship or project in public service. This award, named for Stanley D. Metzger '36, will be granted to a student who intends to follow a career in public service or private charitable organization. To apply for the Metzger Grant, submit: an application indicating a proposed summer experience and goals; a proposed budget; one letter of recommendation. Deadline for submission: April 1, 2009. Completed applications and questions should be directed to Arts and Sciences Career Services, Attn: Christa B. Downey, as\_careers@cornell.edu, G55 Goldwin Smith Hall; phone: 607.255.4166, fax: 607.255.5797. New link will be found at: <http://www.arts.cornell.edu/career/speciallinks.htm>.

**The Financial Industry Regulatory Authority**, the largest non-governmental regulator for all securities firms doing business in the United States offers fulltime and summer jobs. April 1 applications deadlines: <http://www.finra.org/AboutFINRA/Careers/index.htm>

**Summer EcoWorker:** The position is for an environmentally-oriented enthusiast who would perform maintenance, assist with weekly schedule of presentations, and participate in promoting the work of the Ocean View Foundation. Housing is provided on Block Island, RI, plus a monthly stipend of \$450. Applications accepted through April 15 or until filled. Full job description and application at: [www.oceanviewfoundation.org](http://www.oceanviewfoundation.org), or telephone: 401.595.7055.

**New England Center for Children** Internships in Massachusetts: [http://www.necc.org/graduate\\_studies/internships.asp](http://www.necc.org/graduate_studies/internships.asp)

**NYU Summer Publishing Institute** immerses students in an intense, six-week study of book, magazine, and digital publishing. Combining workshops, strategy sessions, and presentations by some of the leading figures in publishing, this program introduces students to the editorial, marketing, creative, business, sales, and multimedia aspects of the industry. Students create actual launch plans for new magazines and imprints for book publishing houses and learn from having their projects judged by a panel of senior publishing executives. At the conclusion of the program, students attend a Job Fair where they interview with some of the nation's leading publishing companies. May 31-July 10, 2009; tuition: \$4900 (exclusive of housing fee); apply by 3/30/09. Details and application: <http://www.scps.nyu.edu/areas-of-study/publishing/continuing-education/summer-publishing-institute.html>

**Magazine Editing Mentors:** <http://www.ed2010.com/mentors>, and Internships: <http://www.ed2010.com/ed-campus/internships/list>

**TRC in Ithaca** is seeking a qualified energy and sustainability analyst intern to support commercial, institutional and residential energy efficiency and green building programs across the Northeast. Candidates must be working toward a Bachelors or Masters degree in Engineering; Architecture, Planning, Environmental Science, Natural Resource Management or Economics and possess knowledge of building systems, energy efficiency, green building and sustainability. The intern will work collaboratively with clients to develop market transforming programs. HR info: [careers@trcsolutions.com](mailto:careers@trcsolutions.com). More on TRC: <http://www.trcsolutions.com>

**Ithaca-area Summer Jobs and Internships:** attend the first ever Ithaca Interns Speed Networking event hosted by Ithaca Forward young professionals association, on Tuesday April 7, 2009, 5:30-7:30 p.m., Holiday Inn, Ithaca.  
[http://ithacaforward.org/component/option,com\\_extcalendar/Itemid,42/extmode,view/extid,80/](http://ithacaforward.org/component/option,com_extcalendar/Itemid,42/extmode,view/extid,80/)

**The New York Historical Society** is currently accepting applications for the Summer 2009 internship program for graduate and undergraduate students The summer internship is full-time M-F, June 22 - August 14, including regularly scheduled cultural excursions and luncheon lectures. Students may receive a stipend of \$2000 for the completion of the program or they may complete the program for credit. A cover letter, resume, and writing sample should be submitted together in one email. Recommendations must be emailed directly from the professor, employer, or other reference. Email completed application package to [internships@nyhistory.org](mailto:internships@nyhistory.org). Applications are due by 5:00 p.m., April 6. [https://www.nyhistory.org/web/default.php?section=education&page=college\\_internships](https://www.nyhistory.org/web/default.php?section=education&page=college_internships)