

GOING PLACES

ST. JOHN'S COLLEGE, SANTA FE CAREER SERVICES NEWSLETTER

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CAREER SERVICES NEWS

Graduating Seniors! Don't Forget to Schedule Your Exit Interview:

Exit Interviews with the Career Services Office are required in order to receive your cap and gown and graduate. Please call, email, or come in to make an appointment. Career Services is in the basement of Weigle Hall, Room 13. Ms. Odell, the Director of Career services, can be reached at 984-6067 or by e-mail at modell@sjcsf.edu.

Resume Writing and Interviewing Techniques Workshops in April:

Career Services is hosting a two-part resume writing workshop and an interviewing techniques workshop this spring. Come and learn what employers are looking for in a resume, how to prepare for an interview, what NOT to do when being interviewed, and more!

Resume Writing Workshop, Part 1 will be Wednesday, April 7th, 3:30-5:00 pm in the Senior Common Room.

Resume Writing Workshop, Part 2 will be Wednesday, April 14th, 3:30-5:00 in the Senior Common Room. Please plan to attend BOTH workshops since the second will build on the first.

Interviewing Techniques Workshop will be held Wednesday, April 28th, 3:30-5:30 in the Senior Common Room.

There will be snacks and beverages at all of these workshops!!!

We hope to see you there!

Job Fair at Santa Fe Community College: Hoping to stay and work in Santa Fe? Santa Fe Community College and the New Mexico Job Service Employer Connection present the Santa Fe Spring Community Job Fair on **Thursday, April 15, 2010 from 10 am-2 pm in the Santa Fe Community College Campus Center and Main Hall.**

The campus is on the Santa Fe Trails Transit bus routes 21 and 22. If you'd like to attend, remember to dress your best, take copies of your resume, and be ready to make a great first impression. For more information, call 505.428.1406.

On-Campus Summer Jobs:

Summer jobs are still available on campus, but they are filling up fast! To apply for these jobs, submit an application (available at the Human Resources Office, WH, Room 110) or resume to the supervisors listed below. They will be making their decisions fairly quickly. General questions should be directed to Lois Rael at the Human Resources Office, extension 6141, or to lrael@sjcsf.edu.

Admissions: 1 ft, 1 JF, 1 misc., Kathleen Longwaters, supervisor (1st floor Weigle Hall, 6077). Duties include conducting campus tours, hosting prospective students, answering inquiries from prospective students and their parents, and general office work.

Advancement Services – 1 ft, Nick Giacona, James Bixler, Barbara Brown supervisors (basement of ESL, 6195, 6184, 6110). Duties include internet research and assistance with database management.

Alumni: 1 ft, Nancie Wingo, supervisor (2nd Floor, Weigle Hall, 6103). Duties include planning for fall 2010 Homecoming and other special alumni and outreach events; *requires professional attire and adherence to a confidentiality agreement.*

B&G: 7 ft, Thomas Stone, Ricardo Vigil, Dolores Vigil supervisors (basement of ESL, 6145); *40 hours/week*; 5 students will be landscapers and 2 will be painters.

Career Services – 1 misc., Margaret Odell, Samara Bel supervisors (basement of Weigle Hall, 6067). Assist with fall work-study registration during the week of August 23-27.

College Events: 1 ft, 1 pt, Thomas McBee, supervisor, (basement of Peterson Student Center, 6139). Assist with all special summer events, i.e. concerts, lectures, parties; *may require evening and weekend hours.* The part-time employee will also work at the Student Activities Center, but is being interviewed and hired by Mr. McBee.

Computer Services/ITS: 1 ft, 1 pt, 1 misc., Mike Bechko, supervisor (basement of ESL, 6991). Assist students, tutors and staff with hardware and software needs. Miscellaneous position is for assisting

with creation of student ID cards and setup of student computer accounts during the week of August 23-27. *Previous computer experience with both PCs and Macs a plus.*

Financial Aid – 1 ft, 1 pt, Michael Rodriguez, Carmen Harrell supervisors (1st floor of Weigle, 6074). Duties include miscellaneous office tasks (data entry, filing, research). The part-time position is for a Graduate Institute student to assist with a file scanning project (it will require a background check.)

GI Office – 2 pt, Matt Davis supervisor (1st floor of Weigle Hall, 6084). Duties include, GI Writing Assistant helps graduate students with writing and editing of class assignments. GI RA lives in a dorm and assists residents as needed. GI RA receives free room and board but no salary. Only graduate students are eligible for this position.

Meem Library: 4 ft, Jennifer Sprague, Laura Cooley, and Chris Quinn supervisors (Meem Library, 6041-Jennifer, 6044-Laura, 6043-Chris). Assist students and other patrons with finding and checking out books, maintain correct shelving of books, other special projects as assigned; *may involve some night or weekend hours.*

Office Services: 1ft, 1 JF, Joe Salazar, Jennifer Brookes, supervisors (basement of Weigle Hall, 6068). Assist with incoming and out-going mail, distribution of office supplies, and other support services provided by the Mailroom for tutors, students, staff and conference groups.

Outreach and Community Programs: 5 ft, Maggie Magalnick, supervisor (2nd floor Weigle Hall, 6199). Assist with the preparation for and execution of Summer Classics weeks (classes, field trips, special events) and other summer

outreach activities, such as Music-on-the-Hill and the International Art Market. *Requires professional attire and adherence to a confidentiality agreement.*

Registrar: 1 ft, 1 JF, Marline Scally, Julie Romero, supervisors (1st floor Weigle Hall, 6075). Full-time and JF workers assist with office projects throughout summer (*requires strict confidentiality*).

Residential Life: 1 ft, 2 misc., Matt Johnston, supervisor (basement of Weigle Hall, 6087). The full-time Office Assistant helps the Director of Housing with dorm checkout in the early summer, with information being sent to freshmen throughout the summer, and with room check-in during Registration. JF RAs receive room and board but no salary. *There is a separate application process for summer RAs, see Mr. Johnston ASAP. He needs one male and one female.*

Safety and Security – 1 ft, 1 misc., Jim Ardis, Keith Grogg, supervisors (1st floor of PSC, 6125). Full-time position is at the Switchboard assisting with incoming and out-going calls, providing information to visitors, and distributing of mail to campus mailboxes. Miscellaneous position is for 4 hours/week to assist the Director of Security with general office duties and refueling/cleaning of college vans.

Student Activities: 3 ft, 1 pt, Karen Starz, supervisor (office at the Gym, 6150). Assist with outdoor activities and keeping the SAC open for students, tutors, staff, and conference visitors. The part-time person will also work with College Events, and will be hired by Thomas McBee, College Events supervisor, (basement of Peterson Student Center, 6139), so take your application to him. *Both departments may require evening and weekend hours.*

Student Health Office: 1 pt, Terri Selvage supervisor (Nurse's Office in Lowers, 6418). Assist with administrative paperwork, scheduling of appointments, creation of new student files and other special projects; *requires strict confidentiality*. Job is limited to 20 hours per week.



SCHOLARSHIPS/FELLOWSHIPS

The Paul and Daisy Soros Fellowships for New Americans:

The Paul and Daisy Soros Fellowships for New Americans supports thirty individuals a year for up to two years of graduate study in any subject anywhere in the United States. Students already in graduate study are eligible, though not past their second year. The Fellowship provides \$25,000 maintenance and up to a maximum of \$20,000 per annum for tuition wherever the Fellow attends. Candidates must be either holders of green cards, naturalized citizens, or children of at least one naturalized citizen parent (the other parent need not be naturalized, but cannot be a US-born citizen).

The deadline to apply is November 1, 2010. For more information and to apply, please visit their website at www.pdsoros.org.



CARETAKER CORNER HIGHLIGHTS

Not sure what to do with yourself for a few months or a year after you graduate? Looking for a way to spend a break or the summer? *The Caretaker Gazette*, a bi-monthly publication, lists dozens of caretaking opportunities in the United States and worldwide. Many positions have free room and board in exchange for work, caretaking, or cooking. Some

positions have large salaries attached. This publication is available on the job board located in the basement of Weigle Hall.



GRADUATE SCHOOL

Master of Arts in Teaching and Oregon Licensure Program: For those interested in a career in teaching, the Intellect, Character, Creativity Institute in collaboration with Marylhurst University in Marylhurst, Oregon (just south of Portland) combines a solid two-year experience within K-8 classrooms with formal study of educational ideas and practices. Apprentices teach within one multi-age classroom for two years, developing strong relationships with students and mentor teachers. As faculty of the Arbor School of Arts and Sciences, apprentice teachers consider how to develop creativity in mathematics, writing across disciplines, ethical understandings, and place-based education utilizing the farm and woods of Arbor's 20-acre campus. Arbor's interdisciplinary campus curriculum allows students and teachers to delve deeply into thematic studies ranging from Ancient Greece and world religions to the local environment.

Apprentices attend MAT and Oregon licensure courses delivered at both the Arbor School and nearby Marylhurst University. Small seminar-style graduate classes focus on applying educational philosophy, methodology and social justice issues to the classrooms within which apprentices work.

St. John's alumnae Jenny Cook (nee Lowe) graduated from this program and is happy to talk to any current St. John's student about it. Please email her at jgracelowe@gmail.com. For more information about the program and

to apply, please visit the school's website at www.arborschool.org and click the link "teacher training."

Earn a Master's Degree in Teaching English to Speakers of Other Languages: Are you interested in teaching overseas? Would you like to work with international populations? Consider earning a master's degree in Teaching English to Speakers of Other Languages from St. Michael's College located just outside Burlington, VT. The degree can be completed in one calendar year or three summers. The TESOL programs include the Master's Program and the Master's International Program, which is in conjunction with service in the Peace Corps.

For more information and to apply, please visit their website at www.smcvt.edu/graduate.

Earn a Master's Degree in English or Creative Writing in Five Summers: The Sewanee School of Letters is an innovative graduate program in literature and creative writing that lets you earn an MA or MFA during six-week-long summer sessions, spent on the mountaintop campus of the University of the South in Sewanee, TN. Learn more by checking out their website at www.sewanee.edu/sl/slhome.htm.

The Dominican School of Philosophy and Theology: The Dominican School of Philosophy and Theology is the only graduate school devoted exclusively to philosophy and theology in the United States. Whether you are Catholic or not, a lay person or member of a religious order, this school may have a program for you. They offer an MA in Philosophy, an MA in Theology, and a Master of Divinity for those preparing to enter into ministry in the Catholic Church. They encourage their students to be comprehensive in

their studies, by drawing on other religious and philosophical traditions. As a member of the Graduate Theological Union, they offer access to religious scholars from all faith and cultural backgrounds. In partnership with the University of California, Berkeley, they also offer vast philosophy resources.

For more information, please visit their website at www.dspt.edu.



LAW SCHOOL

Dual-degree JD/Master of Arts in Sustainable International Development at Northeastern University: Northeastern University School of Law and Brandeis University's Heller School for Social Policy and Management have joined together to train lawyers who can serve as development planners and policymakers in the United States and abroad. The combination JD/MA in Sustainable International Development is an accelerated four-year program, including combined law/international development co-op externships, providing students with experience in applying the law in an international development context.

For more information and to apply, please visit their website at www.northeastern.edu/law/degrees.



MEDICINE

Post-Baccalaureate Premedical Program at Tufts University: For college graduates who did not take their pre-health sciences and now wish to pursue a career in health care, the Tufts Postbac Premed Program provides the opportunity to study the sciences to prepare for entrance into competitive medical schools and other health professional graduate programs. Tufts postbac students

have gone on to pursue careers in medicine, dentistry, veterinary medicine, physical therapy, occupational therapy, osteopathic medicine, optometry, podiatry, as well as to become physician assistants and nurse practitioners.

Students admitted to the program generally attend Tufts for 12-24 months and usually take two laboratory courses per semester. Tufts is located in Medford, MA. For more information and to apply, please visit their website at www.uss.tufts.edu/postbac.

Post-Baccalaureate Programs and Professional Studies Programs at Drexel University College of Medicine: Drexel University College of Medicine offers six post-baccalaureate programs for students interested in gaining acceptance to a health professional school. The Drexel Pathway to Medical School is an early assurance program designed to help those from a lower socioeconomic background prepare and gain acceptance to medical school. They also have a postbac program in Veterinary Medical Science. In addition, they offer terminal degrees in various health sciences including a Master of Forensic Science, Master of Criminalistic Science, Pathologists' Assistant, Master of Histotechnology, Master of Laboratory Science, Clinical Research Organization and Management, and Certificate of Study in Clinical Research. Drexel University is located in Philadelphia, PA.

For more information and to apply, please visit their website at www.drexelmed.edu/ims.

New Program at Mount Sinai School of Medicine: Mount Sinai School of Medicine in New York City is now offering the Patient-Oriented Research Training and

Leadership program for medical students interested in careers as clinical investigators. It is a five-year multidisciplinary program, which provides Mount Sinai students with the opportunity to earn a dual MD/Master of Science in Clinical Research degree. Students selected for this program will receive full scholarships to cover the tuition of the MSCR degree. Participants will also receive a stipend during the year that they conduct their thesis research.

For more information and to apply, please visit their website at www.mssm.edu.

Veterinary Medicine-PhD Combined Degree Training at the University of Pennsylvania: The University of Pennsylvania believes that the link between human health and animal health is absolutely crucial. They offer a good environment for the training of future veterinary scientists through their combined VMD-PhD program. To find out more about this program, please visit their website at www.pennvetphd.org.

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SUMMER PROGRAMS

Lujan Leadership Congressional Campaign Fellowship: New Mexico Congressman Ben Ray Lujan is seeking applicants for his summer fellowship program so that 17-21 year olds can develop the leadership skills they need to succeed. Participants will learn how to create and implement grassroots organizing strategies, improve persuasive and assertive communication skills, organize and lead events and trainings for volunteers, and reach out to activists, leaders, and voters in your community. Take advantage of this free, six week intensive leadership training.

The dates of the program are **June 16-July 31, 2010**. To apply, email a short cover letter with your name, phone number, physical address, mailing address (if different from your physical address) and the name of the school you attend to: fellowshiptolead@gmail.com. Attach your resume and one letter of recommendation from a teacher or employer/supervisor to the email. **The deadline to apply is April 30, 2010**. If you have any questions, please call Justin Bailey at 575.770.7769.

Sotheby's Institute of Art Summer Study in London or New York: Sotheby's Institute of Art offers a selection of four-week intensive courses in London and New York and two-week courses held in New York during **June-July 2010**. Courses include Art and Its Markets, Arts of Asia, How to Run a Gallery, and many more. Lectures and seminars are led by international experts and leading practitioners in the field.

For more information and to apply, please visit their website at www.sothebyinstitute.com/summer10.

TESL Summer Camp in China: The US-China Education and Culture Exchange Center in Bridgeport, CT sponsors a Teaching English as a Second Language Summer Camp in which American college students travel to China to teach English to Chinese elementary, middle, and high school students for several weeks during the summer. Included in the program is the chance to tour places such as Shanghai, Beijing, and other major cities. Each participant also takes part in a Chinese Language and Culture class. The cost of the program is \$890 which includes international airfare, domestic travel in China, room and board, and tours. The

dates of the program are from early July to August, 2010.

For more information and to apply, please visit their website at www.uschinaedu.org.

Volunteers for Peace International Voluntary Service: Volunteers for Peace offers over 3000 projects in over 100 countries in the United States, Europe, Africa, Asia, and the Americas. Types of volunteer work include construction on low-income housing, renovation of community buildings, environment work such as trail building and tree planting, sustainable agriculture, among others. These projects intend to promote international goodwill through intercultural learning, friendship and community service. The cost for participating in these projects is \$300 which includes food and accommodation. Transportation to and from the project location is arranged and paid for by the volunteer. Projects range in duration from 2-3 weeks to 6 months-one year. For more information and to apply, please visit their website at www.vfp.org.

◆ STUDY ABROAD

Study the Languages and Cultures of Asia: The Institute for the International Education of Students offers programs for language and culture studies in Beijing, Shanghai, Delhi, and Tokyo. New courses include *Business in China* and a Language Intensive program, both being offered in Shanghai. For more information and to apply, please visit their website at www.iesabroad.org.

Study Abroad with AmeriSpan: AmeriSpan offers a wide variety of study abroad programs in more than 100 locations across the globe. They offer language programs, volunteer programs, internship placements,

educator programs, group immersion trips, and much more. Their programs range in duration from one week to four weeks and begin throughout the year. For more information, check out their website at www.amerispan.com.

The Center for Cross-Cultural Studies: CC-CS provides unique learning experience for students in Seville, Spain; Alicante, Spain; and Cordoba, Argentina. These programs provide immersion in the Spanish language and the culture of the host country. Summer programs are available and offer courses in the Spanish language and the culture of the host country. No language prerequisite is required. For further information about requirements, deadlines and fees, please visit their website at www.spanishstudies.org

◆ ETIQUETTE CORNER

Think back to your grammar school days. If there was a student who became a little queasy and threw up in class, you can probably still describe the individual and the incident in vivid detail. So too, will people remember you if you have too much too drink in the presence of your co-workers, clients or potential clients.

No one forgets an alcohol incident. You may have to change jobs. You may have to change cities. Moderate, even when the green beer is flowing at Happy Hour on St. Patrick's Day. It is better not to drink alcohol in a business setting and keep a clear head. For safety, do not leave your beverage -- alcohol or no-alcohol -- unattended at any time.

*The Etiquette Tip of the week comes from the **Culture and Manners Institute** at www.cultureandmanners.com.*

VOLUNTEER OPPORTUNITIES

WWOOF-USA, Worldwide Opportunities on Organic Farms: WWOOF-USA facilitates worldwide volunteer opportunities on organic farms. The program is available to anyone over 18 years of age: urbanites, professionals, students, families, farmers, gardeners, or people who have never touched soil in their lives. Volunteers generally work for a half-day, participating in farm work and projects as needed. In exchange, farmers provide volunteers with meals and accommodation. There are more than 300 host farms in the WWOOF-USA Directory of Organic Farms, located throughout the US, including Hawaii and the US Virgin Islands. Membership (\$20) is required in order to access the database. For more information, please visit their website at www.wwoofusa.org.

◆ EMPLOYMENT OPPORTUNITIES

National Teaching Fellowship to Work in a Local Santa Fe School: Citizen Schools is a national non-profit, after-school program, partnered with DeVargas Middle School in Santa Fe. Through an Extended Learning Time program, the entire seventh grade will be served, as well as eighth graders who elect for the program. Thus, they are looking for candidates for full-time positions on that campus. Those hired would be given a two-year National Teaching Fellowship, **which is paid with full health benefits**, as well as access to a Master's Program in Education through Lesley University in Boston.

If you are interested, please contact Ryan Melega at 248.802.9760 or by email at ryanmelega@citizenschools.org. You can find the application form at

www.citizenschools.org/fellowship. **The deadline to apply is April 30, 2010.**

Paid Internships with Audubon New Mexico: The Randall Davey Audubon Center in Santa Fe offers 10-week internships during the summer to individuals seeking professional experience in environmental education. Each intern receives training in a wide variety of education programs, the operations and activities of a nature center and non-profit organization, principles of environmental interpretation, art and historic interpretation and natural history of New Mexico.

During the summer, interns primarily assist with the teaching of our popular nine-week summer day camp programs. Students range in age from post kindergarten to 11 years old. All of Audubon's Summer Day Camps are filled with science investigation, nature exploration, creative arts, stories, hiking, and hands-on learning.

Anyone with a minimum of two years of college-level study may apply. Preference will be given to candidates with some natural history background and a demonstrated interest in environmental education. Must be flexible and able to lead groups in an outdoor setting including hiking at a high elevation and have willingness to do a wide variety of administrative duties.

Internships are approximately 10 weeks in duration and are scheduled to begin in early June, 2010 and to end in early August, 2010. Interns receive an hourly living wage that ranges between \$9.50-\$10.00 per hour. They work 30 hours per week with the potential for shared housing on site.

To apply, please visit their website at <http://nm.audubon.org>. Then click on

"Education," then "Interns." **Positions are open until filled, so apply early!**

Paid Internship to Work in Conservation in Santa Fe: The Earth Works Institute and the Quivira Coalition have partnered to offer an internship opportunity in the summer of 2010. If you are between 17-30 years old, preferably from a rural, minority, or economically-disadvantaged background, are passionate about environmental stewardship and live within the greater Santa Fe area, you are encouraged to apply for this internship position. The dates are **June 1-August 27, 2010**. The position is 40 hours per week, \$10.25 per hour, and one week of unpaid vacation or personal time. The intern will be asked to work several weekends. Please visit the websites of both organizations to learn more about their missions and programming:
www.earthworksinstitute.org and
www.quiviracoalition.org.

Application requirements include a professional cover letter introducing yourself and explaining your unique interests and qualifications for the position, a two-page description of what you hope to get out of the internship, how you intend to apply your learning to future undertakings, and a demonstration that you have looked at the websites for EWI and QC and understand the nature of their work, a resume that summarizes your relevant work, academic, enrichment and civic service experience, and the contact information for two references who are familiar with your character and work habits, and who understand the nature of the internship relative to the missions of EWI and the QC. Applications should be submitted to Avery Anderson, The Quivera Coalition, Capacity Building &

Mentorship Program Director, 1413 Second St., Santa Fe, NM 87505. For further information, call Ms. Anderson at 505.820.2544, ext. 5, or send an email to avery@quiviracoalition.org.

For full information on this internship, please see the posting on the Career Services job board outside of Weigle Hall, Room 13.

Teach Abroad Through the Council on International Educational Exchange: For those of you looking to explore the world and improve your resumes while earning money, CIEE Teach Abroad programs provide a blend of career building, cultural exposure, service learning, and travel opportunities. CIEE offers comprehensive teaching abroad opportunities in Chile, China, the Dominican Republic, South Korea, Spain, and Thailand. All programs offer an academic year teaching assignment, a local stipend or salary, temporary housing, visa advice, medical insurance, and 24-hour support services. Eligibility requirements include a bachelor's degree in any discipline, native English fluency, and an interest in sharing experiences in a different culture. Teaching in Chile, the Dominican Republic, and Spain all require upper intermediate to advanced Spanish skills.

For more information and to apply, please visit their website at www.ciee.org/teach.

Apply Now for Public School Positions in South Korea: The English Program in Korea is one of the biggest employers of teachers in Korea. They hire for almost all of the public schools in Korea. The start date of the program is August 18, 2010, and the contract duration is one year. The salary is approximately \$1718-\$2319 US dollars per month. Teachers work 21-25 teaching hours

per week, although they are expected to remain at the school for the full school day. They teach elementary through high school students. To apply, you must have a bachelor's degree, be a native English speaker, and have no criminal background. Housing is provided as well as some airfare reimbursement. You also receive four weeks paid vacation.

For more information and to apply, please visit their website at www.footprintsrecruiting.com.

◆ INTERNSHIPS

Santa Fe Children's Museum: The Earthworks Program at the Santa Fe Children's Museum is an outdoor environmental classroom that offers garden-based biology and animal science programs in their greenhouse and one-acre garden. Hands-on environmental education programs introduce youngsters to garden-based science and the natural world through sensory adventures, experiments, games, stories, and group activities. Children learn about soils and historic northern New Mexico architecture in an adobe village project. A limited number of paid positions may be available. For more information, please call them at 505.989.8359, ext. 116.

Fine Arts for Children and Teens, Santa Fe: FACT is a local non-profit organization that provides visual arts education to young people, ages 8-18. FACT programs emphasize creative problem solving, persistence, workmanship, communication skills, and the joy of learning within the art making process. Interns will be exposed to the inner-workings of a grassroots agency and may assist in a number of ways depending on their interests. Only unpaid internships are available at this time.

For more information, please visit their website at www.factsantafe.org or send an email to info@factsantafe.org.

◆ FEATURED ARTICLE

“To Figure Out What You're Looking for, You First Need to Start Looking”

The Career Counselor: Cynthia Favre, Interim Director of the Career Center at Gustavus Adolphus College (MN).

The Tool/Technique: Teaching liberal arts students/grads to take a “design-build” approach to the job search.

Federal stimulus money is being used to remake the main street of my town. The engineers and construction workers are using “design-build” for the project—they have specific goals and a general vision of what the end product will look like, but they have not laid out the specifics and details. They've concluded that time and resources will be conserved if they start the project and then make decisions and adjustments as they go about the details.

The design-build model can also work well for college students and recent grads who are about to embark on the job hunt. In my work with liberal arts grads over the last 20 years, I've found that it is rarely helpful to tell them that they need to know exactly what they're looking for as they begin the job search. They're like the design-build engineers: They have some general goals and ideas, but they don't have an exact picture of what they're looking for—largely

because they don't yet know what's out there. To figure out what they're looking for, in other words, they need to start looking!

Just Begin

Rather than waiting for their dream job to magically appear or hoping they'll wake up one day and just know what job they want, students need to dive into the job search—to engage in it, and to use their liberal arts skills to research, analyze, investigate, communicate, problem solve, connect, present, and negotiate.

Taking action is much better than being frustrated and angry when your dream job does **not** magically appear—and when you **don't** wake up just knowing what you want to do with the rest of your life.

Looking for a job without knowing what you're looking for is, essentially, research. Start with web sites like Indeed (www.indeed.com) and Simply Hired (www.simplyhired.com) and read job notices based on a search of keywords that interest you. Try the keyword “anything,” for example. Today that would give you 7,766 jobs posted throughout the U.S.—mostly child care, dog walking, and telemarketing.

As you zero in on keywords that seem to pop jobs of interest, you'll find that you'll be starting to name what you're seeking.

For now, don't worry about the pay, the experience needed, the degree needed. Just look at a job listing if it interests you. Then, examine the positions for patterns in what you're drawn to. Are there certain job titles you like? Do certain types of employers intrigue you? The answers

to these questions will generate a list of jobs to apply for and employers to research.

This approach is concrete, real, and specific. Liberal arts students/grads often ask what they can do or what they're qualified to do. The good news is that you can do whatever you want—but the bad news is that you have to figure out what it is!

If you remain open to possibilities and you're willing to engage in design-build, you're likely to find opportunities you haven't imagined. I see it every year when candidates return from a statewide job fair saying they never would have thought of a particular employer but happened to talk with that employer at the event—securing a job or an internship in the process.

*This article comes from **Campus Career Counselor** which can be found at www.campuscareercounselor.com.*

Disclaimer:

The St. John's College Career Services Office produces Going Places as a service to St. John's College students and community members for their career development and educational and life planning. Any jobs or other opportunities listed herein do not indicate an endorsement or recommendation from St. John's College or the Career Services Office. Students and individuals from the St. John's College community are responsible for all necessary precautions when interviewing for or accepting these positions or awards. They are also responsible for checking the credentials and integrity of all employers or organizations. St. John's College and the Career Services Office assume no liability for acts or omissions by third parties or for material

supplied by them. The St. John's College Career Services Office is not responsible for anything that happens at a given job site. The presence of an employment listing in Going Places does not guarantee any given employer's compliance with legal behavior. If a student or individual experiences discrimination or sexual harassment on the job or in a job interview, he or she is encouraged to call the Department of Fair Employment in the state in which the violation occurred.

Additional information and/or printed materials on all opportunities and programs listed in *Going Places* are kept in the Career Services Office. The office is staffed Monday through Friday from 9:00 a.m. to 5:00 p.m.

Going Places contact info: 984-6066 or stbel@sjcsf.edu