

Career Buzz



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Learn today, earn tomorrow!

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Career Fest

Friday, February 6, 2009
Columbus, Ohio
10:00 a.m. - 3:00 p.m.
Register in the NDC Career Services Center
www.ofic.org/careerfest

NDC 27th Annual Career Fair

Friday, February 20, 2009
Keller Athletic Center
10 a.m. - 1:00 p.m.
www.NotreDameCollege.edu/careers

Northeast Ohio Teacher Education Day (NOTED)

Thursday, April 2, 2009
John S. Knight Center
Akron, OH
7:30 a.m. - 5:00 p.m.
www.notredjobfair.org

NDC Career Services Center
Connelly Center
4545 College Road
South Euclid, Ohio 44121

Phone: 216.373.5217
Fax: 216.372.5282
www.NotreDameCollege.edu/Careers

**Get Ready for Success at the 27th Annual Career Fair
on Friday, February 20!**
Keller Athletic Center, 10 a.m. – 1:00 p.m.

The Career Services Center is hosting our annual Career Fair. Many potential employers from a broad range of industries and organizations will be right here on our campus. They will meet all majors to hire for full-time and part-time jobs as well for internships and cooperative education (co-op) jobs. You will meet face-to-face with employer representatives for a few minutes and possibly exchange your resume. Employers from well known organizations will be there such as *Rite Aid* and *National City Bank*. However, there will be recruiters from all over the northeast Ohio area from organizations that you may not have heard of such as the *Oswald Companies* and the *Fastenal Company*. Don't overlook job opportunities in every organization to get a start on your career. A job search typically takes three to six months.

Who should attend? Everyone!

Seniors preparing to graduate in May definitely need to network and jumpstart their job search.

Juniors and *sophomores* are encouraged to find a co-op or internship well before their senior year.

Freshmen can learn about career paths and what skills are needed to obtain a job in the future!

Prepare yourself today!

- Develop a professional resume and have it reviewed by Career Services staff; resumes may be dropped off or emailed to careerservices@ndc.edu. Plan ahead before February 20 to print multiple copies on good bond paper.
- Research the companies that are coming by reviewing their websites and prepare a list of questions to ask. **A complete list of attending organizations can be viewed at: <http://www.notredamecollege.edu/careers/CareerFair/CareerFairEmployers.aspx>**
- Prepare and practice saying your 60-second professional introduction (include your name, degree, area of interest/career goals, skills and personal qualities that you possess). Plan enough time to talk to all employers.
- Assemble a professional business outfit and make a good impression. Leave your jeans, sweats and flip flops at home.

During the Career Fair, smile, make eye contact and offer a firm handshake to every recruiter. Convey your interest and qualifications. Ask the recruiter what the next step is in their hiring process. Gather business cards and follow-up with a thank you note.

Stop by the Career Services Center located in the Connelly Center for further resume and interviewing assistance or call us at 216.373.5217.

P.S. **Education majors** are encouraged to attend the **Northeast Ohio Teacher Education Day (NOTED)** on Thursday, April 2, 2009, at the John S. Knight Center in Akron, Ohio, to search for teaching opportunities with school districts from all over the country. Visit the website to learn more at: <http://notedjobfair.org/>

By: Kim Lane, Director of the Career Services Center



LOOKING FOR THAT “PERFECT” JOB: CONSIDER NONPROFIT ORGANIZATIONS

In your search for the “perfect job” many people overlook an entire sector of commerce, the nonprofit sector. As described by Terry McAdam in his book titled *Careers in the Nonprofit Sector*; “nonprofit jobs provide more challenge, variety, satisfaction, and intrinsic rewards than those in private enterprises or the government.”

Nonprofits tend to be much less rigid in requiring a specific major for a specific job. Because nonprofits are nearly always on a tight budget, whatever your position, most likely you will be wearing several hats. Taking a job with the additional job responsibilities will help you in the future. Increased job responsibility from working in the nonprofit could land you another higher level position earlier in your career due to your increased experience.

Where can you find information about jobs and Internships in the nonprofit sector? Considered one of the best places to search for a job is the Idealist website located at <http://www.idealists.org>. However, if there is a particular nonprofit you are interested in working for, go directly to that website for contact information.

Remember however, that the number one way to get a job is through networking. Also many jobs are not posted. This “underground” job board is most often times filled by candidates through networking and perseverance.

-Merrie Frost

What's New In the Career Services Resource Library ?

The Career Services Center has recently purchased many new books to update our Career Resource Library to assist **YOU** in your career exploration and job search! New titles include: “

- “How To Get The Job You Want In Tough Times”
- “200 Best Jobs For Introverts”
- “Resumes for Nurses” & “Resumes for Teachers”
- “Ferguson Career Resource Guide to Internships and Summer Jobs”.

Stop by the office in Connelly Center (yes, this is accessible to all students) and or visit us in cyber space at:

www.notredamecollege.edu/careers.

PS Searching for a co-op job or summer internship? Search openings at

www.NEOIntern.net.

The Soul of Co-op

Imagine being an intern for the Hilton Hotels Corporation in Seoul, South Korea. Fortunately for Ki Jung Son that isn't far from home. Ki Jung is a native of South Korea who has come to Notre Dame College in pursuit of a Human Resources degree.

Before coming to NDC, Ki Jung served in the South Korean military over in Iraq for a year and a half. I had the honor of sitting down with Ki Jung to discuss his unique co-op experience.

As a senior here at NDC, to fulfill his required co-op before he can graduate this May, Ki Jung applied to Hilton Hotels. I asked why he applied for such a well known and internationally respected hotel chain. “Hilton is a good reference on a resume and is a famous name” said Ki Jung. He then jokingly commented that he only gets a 30% discount whenever he stays at a Hilton Hotel.

I then proceeded to ask Ki Jung what his job responsibilities were. Ki Jung worked on three projects for Hilton including job recruiting and planning goals to accomplish in 2009. Though Ki Jung only receives a 30% discount when he stays at a Hilton, he noted that he received much more from Hilton, especially in the form of job experience and new skills.

Overall, Ki Jung summed up his experience by expressing that “Learning in the classroom is totally different from the real work place. In essence, ‘Knowledge in College, Wisdom in Work’ ”.

- Geoff Becktell
BA, 2012



Ki Jung Son 09'
Human Resources Major

Job Interview Training anywhere, anytime from the comfort of your computer!



Maybe you need to prepare for a co-op or internship job interview. Maybe it's a new job or graduate school interview – chances are you are getting set to apply for something if you are a sophomore, junior or senior preparing to graduate in May. Whatever the reason, preparation and practice are key to getting that coveted spot. The Career Services Center is pleased to offer Perfect Interview, a free interactive software tool that allows you to hone your job interviewing skills over the internet anywhere, anytime. From the convenience of your computer, you select the length and type of interview you want to experience and a professional “interviewer” appears on the screen so you can reply. You can even hear positive model answers and helpful tutorials for every question. Best yet, you can save your responses and share with the Career Services staff for feedback.

To access Perfect Interview, log on from the Career Services Center's website at: www.NotreDameCollege.edu/careers and click on Perfect Interview. Set up a user name and password and start practicing immediately. Questions? Contact us at 216.373.5217.



Kim Lane, Director of the Career Services Center