



# Career Buzz

NDC Career Services Center : Learn today, earn tomorrow

ISSUE 2 FALL 2008



## Mock Interviews Coming Soon!

**Question:** Tell me about a time when you were assigned a group project and someone in your group didn't pull their weight. What did you do?

Say what? A professional job interview is your chance to show you're the best person for the job, but it can be intimidating. That's why the Career Services Center is hosting several Mock Interviewing sessions so you can practice your interview skills in a supportive environment BEFORE the real one takes place! Two seasoned recruiters from local companies will be on-campus to help you put your best foot forward. You must pre-register to reserve a 30-minute time slot for October 22 or 23. Call the Career Services Center at 216.373.5217 or email [careers@ndc.edu](mailto:careers@ndc.edu). For more tips on interviewing, grab a copy of our Interviewing Guide from our office or online at: <http://www.NotreDameCollege.edu/Careers/Job-Search.aspx>.



*Dominic Albert, 2008 graduate*



### USE THE STAR METHOD TO ANSWER TOUGH QUESTIONS

**S = Situation** (Describe the situation)

**T = Technique** (What approach did you use)

**A = Action** (What action did you take)

**R = Result** (What was the result of your action)

## Opening Doors to Careers

To our returning students, freshmen and transfer students – welcome! As the Director of the Career Services Center (CSC), I look forward to working with each of you this academic year. Our office assists all students in determining their career interests and finding meaningful employment opportunities. Take advantage of our free services and events. Visit us in the Connelly Center and on the Web at: [www.NotreDameCollege.edu/careers](http://www.NotreDameCollege.edu/careers).

*Kim Lane, Director*

## Alumna Turns Co-op Into a Full-Time Position



**Evangelina Miranda**  
2008 graduate

*“There are no secrets to success. It is a result of preparation, hard work, and learning from failure.”*

Colin Powell

**Notre Dame College  
Career Services Center**

Connelly Center  
4545 College Road  
South Euclid, Ohio 44121

**Phone: 216.373.5217**  
**Fax: 216.372.5282**

**EVANGELINA MIRANDA**

**Degree:** Bachelor of Arts, Business Administration, Class of 2008  
**Major:** Management  
**Hometown:** Parma Hts., OH

I'm currently a Human Resources Representative for Olympic Steel. I worked as a Co-op student last year in their Cleveland office and continued working part-time in fall 2007 while I finished my coursework. They offered me a full-time position at their Chicago plant in December

and I relocated in January of this year. My co-op experience prepared me well. I'm responsible for all recruiting, employee orientation and training, benefits and payroll administration.

**What advice do you have for NDC students?**

My advice to all NDC students is that they use FalconNet (the NDC online job board). FalconNet offers very good resources and opportunities. This is where I found my co-op and my experience has been a good one. I never thought I

would find my dream job through my co-op. Another piece of advice I would offer especially now that I do a lot of hiring would be to take a resume workshop. I know Career Services offers assistance for resume writing and interviewing. I can't stress the importance of having a good resume and sharp interviewing skills. FalconNet opened a door for me in my career path and it can do the same for all NDC students. Check it out. You have nothing to lose.

# FalconNet

By Geoff Becktell

For those who haven't heard of FalconNet or aren't really familiar with it, here's the scoop. FalconNet is basically an online job board available to Notre Dame College students and alumni, in which allows you to search through hundreds of job, co-op and internship postings to assist you in finding your ideal job. FalconNet also allows you to upload your resume and apply directly to potential employers. Let's say for example you're looking for an accounting internship. All you have to do is click on the Jobs tab. You can select from local or national job postings. Begin your search by selecting the position type you want; full-time job, co-op, internship etc; then select your job function which would be business-accounting. Next pick an industry by scrolling down and pick accounting. Hit the search button and watch the jobs appear before your eyes.

### Average National Starting Salaries by Bachelor's Degree

Accounting.....	\$45,000—54,000
Business Administration/ Management.....	\$36,036—55,000
Communications.....	\$30,000—42,000
Elementary School Education.....	\$30,000—37,313
Criminal Justice.....	\$33,000—55,000
English Language & Literature.....	\$26,000—40,000
History.....	\$30,000—40,000
Political Science/ Government.....	\$30,000—40,000
Psychology.....	\$25,000—40,000

Source: 2008 Salary Survey, National Association of Colleges and Employers