

Career Connection



A UCS newsletter for Faculty

University Career Services

January 2009

Division of Student Affairs UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

Christopher A. Payne, Ph.D., Interim Director

Retirement Announcement

Marcia Harris has recently announced her plans to retire as of February 1, 2009. Since 1982 Marcia Harris has been the Director of University Career Services. As a result of her leadership and vision, the programs and services provided by UCS staff are acknowledged nationally as leading and best practice. Most importantly, countless students have successful careers as a result of her efforts. Throughout her career, her innovative leadership has been acknowledged with numerous awards, including the NACE Academic of Fellows in 2004 which is the highest honor given by the National Association of Colleges and Employers. She also received the 1998 C. Knox Massey Distinguished Service Award, which is the highest service award given at UNC Chapel Hill.

Over the next few months we will be conducting a national search for the position. Although Marcia is technically retiring, she plans to continue her efforts to help others by consulting with other career offices and offering private career counseling in addition to working with the Guardian ad litem program. We are grateful for her years of leadership and service, and please take the opportunity to congratulate Marcia and thank her for her commitment to excellence and the students we serve, Chris.

Christopher A. Payne, Ph.D.
Associate Vice Chancellor for Student Affairs

UCS IS IN THE CLASSROOM

Laura Lane, Assistant Director of University Career Services (UCS), works with students in English, Communication Studies and Journalism, and is in the classroom. For the first time, she presented to three Public Relations classes in the School of Journalism and Mass Communication on UCS Resources for finding an internship or job. The information was well-received and further incorporated into a portion of the class, like designing student business cards and developing a pitch to use with employers. Additionally, Ms. Lane coordinated UCS' Career Counselors presenting to 16 English 101 and 102 classes over the fall semester on writing resumes and cover letters, interviewing, and utilizing UCS resources via the website. The majority of these workshops were conducted in the newly renovated UCS facilities on the 2nd floor of Hanes Hall, allowing students to visit UCS, in many cases, for the first time to see the state of the art facilities. University Career Services is available to make classroom presentations on a wide variety of career related topics. Contact Laura Lane at irlane@email.unc.edu or 919-962-6984 to schedule a presentation for your English Composition class or Journalism course.

Sue Harbour, Assistant Director - Career Exploration, continued her outreach to the First Year Seminars. Ms. Harbour coordinated UCS presentations to eight faculty members' seminars. This was six more than the previous year. During the presentations, she informed first year students about the variety of services that UCS has to offer them during their years at Carolina. Ms. Harbour delivers the UCS message in a fun and competitive game show format that Carolina students respond to with enthusiasm. To schedule a presentation in your First Year Seminar, contact Sue Harbour at sharbour@email.unc.edu or 919-843-0843.

A Resource for Your Students: Academic Credit for Internships

Some employers require students to receive academic credit in order to participate in internships with their organization. Here are avenues for students to receive credit:

Who to talk to:

Faculty Advisors/Academic Program Directors: A few departments offer an internship course; others allow students to set up an independent study for the internship.

Director of Experiential Education: Within the College of Arts & Sciences, Dr. Kenneth Janken is available to answer questions regarding the experiential education requirement and is offering a course to help students receive academic credit for their internships. Specific information about this program can be found on the Office of Undergraduate Curricula website: <http://www.unc.edu/depts/uc/internshipfaq.html>.

University Career Services: Amanda Williams and Gary Miller, UCS Internship Coordinators, can work with students to help them decide which form of academic credit might work best for their situation. UCS also offers a 1- credit hour for internships that may fall outside of the categories listed above.

UCS Resource Library Room 242 Hanes Hall (A Well Kept Secret! Help Us Spread the Word!)

When students enter the UCS Resource Library for the first time, they often comment, "I wish I had known about this earlier." For students seeking career, internship or job related information, materials and resources are available for student to view. Over 2,500 resources are available for student to read to acquire information about majors, careers, and internship and job opportunities. All hard copy resources must be used in the library. The same is true for our monthly magazines (Careers & the Disabled) and newsletters (The Chronicle of Philanthropy). We do have some free copies of several magazines including Hispanic Business and Teachers of Color. Over 80 handouts are available which range from "What Can You Do With a Major in ..." to "Resume Writing" and more! Since this fall, the library handouts are now available from our website under a unique title, "Library Handouts." Additional materials include 3 filing cabinets with employer literature. Multiple brochures are also available related to internship opportunities and brochures for transfer students to assist them in their transition to Carolina. The UCS Resource Center is open for students from 8:00 – 5:00 Monday through Friday.

Please help UCS spread the word and share this information with your students, so that our library WILL NOT BE A WELL KEPT SECRET!

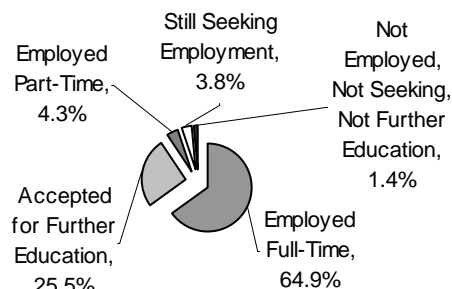
FIRST DESTINATION

University Career Services surveyed May 2008 bachelor's degree recipients 6 months after graduation. Below is a sample of some of the interesting job offers students accepted and some graduate/professional schools where they have enrolled.

<u>Title</u>	<u>Organization</u>
Circulation Rep.	Our State Magazine
Cell Manufacturing Engineer	Aldagen Inc.
Architectural Interior Designer	Tony Chi and Associates
Analyst	Boston Consulting Group
Ensign	US Navy
Assistant to Bishop	Episcopal Diocese of NC
Staff Assistant	The White House
English Teacher	South Korea Public Schools
Procurement Associate	GlaxoSmithKline
Assistant Project Manager	The Link Group
Associates Program	Ogily & Mather
Equity Research Analyst	Goldman Sachs
Executive Development Program	Neiman Marcus
Sales Management Trainee	The Hershey Co.
Research Associate	Cedars-Sinai Medical Center
Post-Baccalaureate IRTA	National Institutes of Health
Outreach Worker	NC Farmworkers Project
Software Development Engineer	Microsoft
Language and Culture Assistant	IES Pio del Rio Hortega Institute
Mate	Sail Caribbean
Naval Arms Contract Negotiator	US Dept. of Defense
Page Program/Guest Relations	NBC Universal
GIS Specialist	Camp Dresser & McKee
Volunteer	Peace Corps
Account Executive	August Green Jackets Baseball
English Language Assistant	French Government
Glaciology Research Team	Fullbright Foreign Scholarship
Market Coordinator	Expedia
Advertising Coordinator	Hearst Corporation
Event Coordinator	Octagon Sports Marketing
Headlines Editor	Bloomberg
Junior Service Officer	US Dept. of State
Photojournalist	Abu Dhabi Media Company
Press Aide	NC Office of the Governor
Publications Officer	CIA
Int'l Rescue Committee Member	University of Jordan
Actuarial Analyst	Mercer Consulting

<u>Degree/Program</u>	<u>University</u>
Masters, Anthropology	Univ. of Alabama
DMD, Dentistry	Univ. of Pennsylvania
Masters, Biochemistry	Cambridge University
Masters, Immunology	Oxford University
MD, Medicine	Harvard University
PhD, Ecology/Evolutionary Biology	Princeton University
JD, Law	Columbia University
Masters, International Affairs	Johns Hopkins University
Masters, Communication Disorders	University of Virginia
Masters, Urban Education	Yale University
DPT, Physical Therapy	Northwestern University
MEd, Intercollegiate Athletic Leadership	Univ. of Washington
Masters, Accounting	Univ. of Southern California
Master of Divinity	Vanderbilt University
PhD, Statistics	Stanford University
Masters, Political Science	Univ. of Columbia-Bogota
Masters, Environmental Planning	University of Chile
Masters, Middle East Studies	Hebrew University
Masters, Public Health	George Washington Univ.

First Destination of May 2008 Bachelor's Degree Recipients from UNC-Chapel Hill



CAROLINA CONNECTION IS NOT JUST FOR ALUMNI

UCS' Carolina Connection is a web-accessible database designed to help Carolina students network with UNC alumni and friends. *FRIENDS* include any UNC-CH faculty or staff interested in volunteering to help Carolina students learn more about their occupation or graduate school program. Carolina Connection allows students to search by various criteria such as career field, employer, geographic area, or industry.

To participate, please go to our webpage <http://careers.unc.edu> and click on Carolina Connection at the bottom of the page.

Thank you for considering this opportunity to assist students in their career exploration process.

Student Referrals Encouraged

As you talk with students who are unsure about choosing a major or career direction, who need help preparing a resume, or who are starting their search for an internship or a job, please refer them to UNIVERSITY CAREER SERVICES.

Encourage your students to:

- Visit the UCS website at <http://careers.unc.edu> AND REGISTER WITH UCS.
- Visit University Career Services on the 2nd floor of Hanes Hall
- Visit the UCS Resource Room, open Mon.-Fri. 8-5.
- Schedule an appointment with a UCS counselor via our online system on our website or by calling 962-6507.
- Pick up a UCS program schedule each semester.
- Attend UCS career fairs, workshops, panels and networking nights.
- Develop a resume using Optimal Resume, available on the UCS website.

We also encourage you to visit our website. Please help to spread the word to your students about the UCS services available to them. We hope to see you and your students soon!

SCHEDULE OF SPRING WORKSHOPS

***RESUMES AND COVER LETTERS:** Learn how to construct a professional resume and write cover letters and business correspondence.

Tues.	Jan. 20▶	3:00pm - 4:00pm	239B Hanes Hall
Wed.	Feb. 04	3:00pm - 4:00pm	239B Hanes Hall
Mon.	Feb. 23	4:00pm - 5:00pm	239B Hanes Hall
Mon.	Mar. 16	4:00pm - 5:00pm	239B Hanes Hall

***USING UCS FOR YOUR JOB SEARCH:** Learn how UCS can assist you in your job search, including how to schedule an on campus interview, search for job leads, search alumni and employer databases, and more.

Thurs.	Jan. 15	3:00pm - 4:00pm	239B Hanes Hall
Mon.	Feb. 16	3:00pm - 4:00pm	239B Hanes Hall
Tues.	Mar. 17	4:00pm - 5:00pm	239B Hanes Hall

***USING UCS FOR YOUR INTERNSHIP SEARCH:** Learn how to find an internship, search the UCS online database, and decide which internship is best for you.

Mon.	Feb. 09	4:30pm - 5:30pm	239B Hanes Hall
Wed.	Feb. 18	3:00pm - 4:00pm	239B Hanes Hall
Thurs.	Mar. 19	3:00pm - 4:00pm	239B Hanes Hall

***HOW TO PREPARE FOR THE INTERVIEW:** Learn how to interview effectively for jobs and internships.

Wed.	Jan. 21	3:00pm - 4:00pm	239B Hanes Hall
Thurs.	Feb. 19▶	4:00pm - 5:00pm	239B Hanes Hall
Wed.	Mar. 18	4:00pm - 5:00pm	239B Hanes Hall

***MOCK INTERVIEW DAY:** Improve your interview skills. Participate in a web-cam recorded practice interview with a UCS counselor and employer. Call 962-7994 to sign up. We suggest, as a preliminary to your practice interview with a counselor, that you visit our website and sign up for a session using InterviewStream, our self-directed practice interview system.

Wed.	Jan. 21	8:00am-5:00pm	239B Hanes Hall
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CONSULTING 101 WORKSHOP: Deloitte Consulting representatives will discuss consulting careers and how to prepare for case interviews.

Fri.	Jan. 23	2:00pm-3:30pm	239B Hanes Hall
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***INTERNSHIP PREP:** Get valuable advice from our student and employer panels on how to find, apply, and interview for internships. Lunch will be served. Please register at careers.unc.edu.

Sat.	Jan. 24	10:00am - 2:30pm	3411 Carolina Union
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RESUME MARATHON: Bring a resume to be critiqued by a UCS counselor.

Mon.	Jan. 26	10:00am - 2:00pm	239B Hanes Hall
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PREPARING TO APPLY FOR TEACH FOR AMERICA:

Considering applying to Teach For America? The last deadline is February 13th. Learn how to prepare your application and get ready for the interviews.

Tues.	Feb. 03	3:00pm - 4:00pm	239B Hanes Hall
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****eXplore** HOW TO CHOOSE A MAJOR:** Learn about UCS' various resources that can help you discover your strengths, values, & interests as they relate to different majors.

Wed.	Feb. 04	4:00pm - 5:00pm	239B Hanes Hall
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SALES CAREER PANEL AND PRESENTATION/SPEED NETWORKING

Want to debunk your stereotype of what it means to be a salesperson? The sales career panel will feature professionals in sales from a variety of areas: pharmaceutical, financial services, consumer products, high tech and real estate. The panel will be followed by mini-presentations where students can move from room to room to hear about attending organizations. Last, students will have an opportunity to talk about themselves and their interests in shadowing, internships or full-time job openings in the speed networking event. Dress is business professional. Finger foods and beverages will be provided.

Please RSVP at <http://careerweb.unc.edu>.

Wed.	Feb. 04	5:30pm-8:30pm	239B Hanes Hall
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VALUATION MODELS TO PREPARE FOR I-BANKING INTERVIEWS:

Employer representatives from Harris Williams will provide information on valuation models to help you prepare for i-banking interviews. Open to all majors.

Wed.	Jan. 21		4 th Floor Hanes Hall
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5:30-6:00 pm - General Information Session

6:00-7:30 pm - Valuation Models Workshop

HOW TO PREPARE FOR THE INTERNSHIP FAIR/SPRING CAREER

EXPO: Are you ready for the internship fair and career expo? Attend these sessions to learn how to interact with employers. Topics also include appropriate dress, materials to bring, developing an effective introduction, and more.

Mon.	Jan. 26	3:00pm - 4:00pm	239B Hanes Hall
Mon.	Mar. 23	4:00pm - 5:00pm	239B Hanes Hall

JOBS IN THE FEDERAL GOVERNMENT: The largest employer in the nation, the Federal Government, projects a high volume of openings. Only one in six federal employees works in Washington, D.C. Opportunities for public affairs, scientists, patent examiners, economists and more. Many jobs open to any major.

Wed.	Feb. 11	3:00pm - 4:00pm	239B Hanes Hall
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*** NETWORKING YOUR WAY TO A CAREER:** Is it really who you know, and not what you know that will get you hired? Find out what you need to know about networking--what it is, productive techniques, and the results. Wouldn't you rather be NETworking than NOT working?

Wed.	Jan. 28	4:00pm - 5:00pm	239B Hanes Hall
Thurs.	Feb. 26▶	3:00pm - 4:00pm	239B Hanes Hall

TAKING TIME OFF AFTER GRADUATION: Are you not looking for a "real job" yet, or planning to take time off before grad school? Learn about possibilities such as: teaching English abroad, residential treatment camps, jobs at a ski resort, study abroad, Peace Corps, legal research positions, and more.

Mon.	Mar. 02	3:00pm - 4:00pm	239B Hanes Hall
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TEACHING ENGLISH ABROAD: Are you interested in teaching English as a foreign language and experiencing another culture? Learn about possible options, requisite certifications and training.

Thurs.	Mar. 05	4:00pm - 5:00pm	239B Hanes Hall
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HOW TO FIND A JOB IN THE NON-PROFITS: Learn how to put your beliefs to work in a non-profit sector job.

Tues.	Mar. 24	4:00pm - 5:00pm	239B Hanes Hall
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JOB SEARCHING IN A TIGHT ECONOMY: The economy may be challenging, but there are still plenty of excellent entry-level positions out there. Learn how to find them.

Mon.	Mar. 30	3:00pm - 4:00pm	239B Hanes Hall
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HOW TO ENHANCE YOUR TIME ABROAD: Listen to a panel of fellow students discuss ways to find meaningful, career-related experiences while spending time abroad.

Tues.	Mar. 31	4:00pm - 5:00pm	239B Hanes Hall
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BIG CITY MEET AND GREET

Bound for the big city? Meet other Carolina students who are moving to a large metropolitan area in Summer '09 for career-related reasons. Meet potential roommates, someone to share a U-Haul with, or Tar Heels to go out on the town! If you are moving to Atlanta, DC, New York, Boston, Chicago, or Los Angeles and are interested in meeting others doing the same, RSVP to <http://careers.unc.edu/events/register.html> to attend.

Thurs.	Apr. 02	4:00pm - 5:00pm	4 th Floor, Hanes Hall
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EMOTIONAL INTELLIGENCE AND YOUR CAREER SUCCESS: Being successful often requires more than just hard work and motivation. It takes an understanding of yourself, your co-workers, and the culture of your work-environment. Learn the skills and attributes that will help you be successful.

Tues.	Apr. 07	4:00pm - 5:00pm	239B Hanes Hall
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CAREER CLINIC: USING THE STRONG INTEREST INVENTORY TO HELP YOU DECIDE ON A MAJOR AND CAREER:

Step 1: Go to careers.unc.edu and take the Strong Interest Inventory on your own time;

Step 2: Attend this workshop to have your Strong Interest Inventory results interpreted and start making decisions about your major and career. Sign up at careers.unc.edu or call 962-6507. Workshop dates, times and locations are listed online.

***Denotes programs that qualify for Career Development Certificate program.**

▶ Denotes programs co-sponsored by the Tar Heel Transfers

PANELS

Hear professionals discuss career opportunities. Business casual attire recommended. **All Career Panels will be held in 239B Hanes Hall unless otherwise specified)**

Careers in Biology/Life Sciences (Held in 107 Wilson Hall) (co-sponsored by Tri-Beta, Academic Advising, and the Department of Biology**

Tues. Jan. 27 6:00pm - 7:00pm

Careers in Public Health

Tues. Feb.10 4:00pm - 5:00pm

Careers in Human Resources

Tues. Feb. 17 5:00pm - 6:00pm

Careers in Museum Works

(co-sponsored by Student Friends of the Ackland)

Thurs. Feb. 19 6:30pm - 8:00pm (Location TBD)

Entrepreneurship in the Media

(Freedom Forum Conference Room, Carroll Hall)

Tues. Feb. 24 7:00pm - 8:00pm

1-2 Year Opportunities in Public Service

Wed. Feb. 25 4:00pm - 5:00pm

***NETWORKING NIGHTS**

Meet with local working professionals in an informal environment to make contacts and learn about careers. Refreshments will be served. Business casual attire recommended. RSVP online at <http://careers.unc.edu/events/>.

All Networking Nights will be held in Hanes Hall, 4th Floor.

Careers in Politics

Thurs. Feb. 05 5:30pm - 7:00pm

Travel/Tourism, Event Planning and Hospitality Careers

Wed. Feb. 18 5:30pm - 7:00pm

Sports Related Careers

(co-sponsored by the Carolina Sports Business Club)

Tues. Feb. 24 5:30pm - 7:00pm

Social/Human Services, Non-Profit Careers

Wed. Feb. 25 5:30pm - 7:00pm

Writing and Publishing Careers

Tues. Mar. 03 5:30pm - 7:00pm

***CAREER FAIRS**

Professional attire recommended for seniors & graduate students; professional attire or business casual for underclass students.

Internship Fair

Wed. Jan. 28 Great Hall, Carolina Union 11:00am - 3:00pm

UCS/New York Recruiting Alliance (for seniors only)

Mon. Feb. 23 New York City 9:00am - 5:00pm

Education Fair

Tues. Mar. 17 Great Hall, Carolina Union 9:00am - 12:00pm

Spring Career Expo

Wed. Mar. 25 Great Hall, Carolina Union 1:00pm - 4:30pm

JUST FOR GRADUATE STUDENTS

NON-ACADEMIC CAREERS FOR HUMANITIES AND SOCIAL SCIENCE STUDENTS

Panelists will describe attractive career options in business, government, research institutes, and non-profits.

Tues. Jan. 20 3:00-4:00pm

INTERVIEWING SKILLS

Ever wonder how to market yourself face-to-face with effectiveness and grace? Come learn the secrets of a successful job interview.

Wed. Jan. 21 9:00-10:30am

NEGOTIATING THE JOB OFFER

One of the biggest mysteries (and worst potential mistakes) you face after being offered a job is the negotiation of your compensation package.

Benefits, extras, and workload: all of them are negotiable. Come find out how to do it at this workshop.

Thurs. Jan. 29 3:00-4:30pm

DUAL CAREER COUPLES-THE TWO-BODY PROBLEM

A panel will give job search tips and answer questions. You will receive a list of resources with additional information.

Wed. Feb. 4 3:00-4:30 pm

REFERENCE FILE SERVICE

University Career Services allows students completing a degree from UNC-CH as well as alumni who have received a degree from UNC-CH to establish a Reference File. A reference file may be used in applying for admission to graduate/professional school, scholarships and other academic programs, or for positions in education, college teaching, library science, social work, health sciences, public history, public administration, and city and regional planning. Learn more about how the [Reference File Service](#) assists students and is a convenient way for faculty members to provide students with letters of recommendation. [Review some tips on how to write a letter of recommendation.](#)

Job Posting Service

University Career Services has a database of job postings that students can access in a search for both part-time jobs and internships as well as full-time positions. If you or your department has a job to post, you can go to <http://careers.unc.edu/employers/post.html> and post your position. Please contact UCS if you have any questions, 962-6507.

UCS DIRECTOR AND COUNSELING STAFF

Dr. Christopher A. Payne	Interim Director
Mr. Timothy Stiles	Associate Director, Business
Mr. Jeff Sackaroff	Associate Director, Selected Liberal Arts
	Non-Profits, Social Work, & Selected Liberal Arts
Ms. Jacquelyn Gist	Career Exploration
	Health Science & Sciences
Ms. Suzanne Harbour	Math/Tech., Educ., College Teaching & Info/Lib. Science
Ms. Marian Holmes	Communication Studies, English & Journalism
Ms. Sharon Jones	Internship Coordinator
	Arts & Student Employment
Ms. Laura Lane	Career Planning
	Internship Coordinator
Mr. Gary Miller	
Ms. Emily Strader	
Ms. Vergie Taylor	
Ms. Amanda Williams	

University Career Services

The Wendy P. and Dean E. Painter, Jr. Career Center
CB 5140, Hanes Hall
Chapel Hill, NC 27599-5140
<http://careers.unc.edu>
Phone 919-962-6507
ucs@unc.edu

