

# CAREER CORNER

Issue 17

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## The Semester Shuffle

For this time of year when you're trying to focus on the semester ahead while simultaneously pondering (or worrying) over summer plans, the semester shuffle is the most fitting title I could think of to dub the month of January. Perhaps you're dragging your feet toward your job search or are trying to rearrange your expectations as you move ahead in the academic year. You may feel as though you are moving from one thing to the next on auto-pilot, figuring you'll worry about what comes next later on. However, I can assure you that being proactive about your future will undoubtedly result in a less stressful and more productive semester. In Career Services, we've designed a full schedule of programs to help you move forward confidently.

*Log into Job Center, Career Events for full program details and registration information.*

### More Opportunities now available through Job Center

If you've logged onto Job Center within the past month, you were met with a screen that asked if you are interested in registering with Internships.com and CareerRookie.com. This is an exciting new partnership that allows you to access thousands of opportunities without leaving your Job Center account. We encourage you to take advantage of this FREE option.

#### **Internships.com**

You will have access to the world's largest internship marketplace and a great career-planning resource to boot.

- Over 21,000 active internship listings in the U.S. and abroad
- The Internship Predictor and a huge collection of professional advice

#### **CareerRookie.com/CareerBuilder**

A division of CareerBuilder, this is one of the largest and most powerful online job sites.

- Connects students and recent grads with the nation's top employers

## Calling all Interns



Share your experience with us! Our goal is to learn where all students are interning so we can build relationships with employers for future opportunities.

**If you are participating in a not-for-credit internship this spring, we'd like to know about it!**

Drop by the Career Services office in Mund, email [careerservices@lvc.edu](mailto:careerservices@lvc.edu), or call 717-867-6560 to let us know more about your experience and the company with which you are interning.



## Tune in, Online



We understand how busy students can be, so we've made it a priority to continually offer new and useful resources online. **Bookmark the Career Services website ([www.lvc.edu/career-services](http://www.lvc.edu/career-services))** and have easy access to oodles of information.

#### **Career Spots/Career Bytes videos** - Watch and learn in 4 minutes or less!

Short, professionally done videos on topics ranging from the elevator speech to interviewing to email etiquette. Watch as students practice job search strategies and listen to employer perspectives for advice.

#### **Webshops** - We have condensed our basic workshops into 10 minute audio presentations on the web!

These webshops are meant to give you a foundational knowledge of the following topics: **Creating a Resume; Getting Connected; Interviewing Basics; Job Center Tutorial; Job Fair Prep.**

#### **On-line Subscriptions** - we purchase subscriptions so you don't have to!

The **Environmental Career Opportunities** resource is a bi-weekly electronic newsletter with hundreds of job vacancies in environmental policy, conservation, education, engineering and internships.

**Bridge Worldwide Music Connection** is a database maintained by the New England Conservatory's Career Services Center. It provides access to thousands of opportunities in music and arts administration along with listings for auditions, teaching jobs, festivals, grants, and competitions.

# Career Events & Programs

## CPEC Job & Internship Fair

February 17, 2011  
Radisson Penn Harris Hotel  
& Convention Center, Camp Hill  
10:00am-3:00pm  
www.cpec.info

## CPEC Prep Sessions:

Lynch 185  
February 1 (11am)  
February 2 (5pm)  
February 3 (11am)



## Teacher Recruitment Day Fair

March 30, 2011  
Millersville University  
Pucillo Gymnasium  
9:00am-3:00pm  
http://www.collegecentral.com/trd

## TRD Prep Sessions:

Lynch 118  
March 28  
(3:00, 4:00, and 5:00pm)



## Discover Human Resources

March 16, 2011  
Lebanon Valley College  
Neidig-Garber 203  
4:00-7:00pm  
Register through Job Center

## Program Schedule:

Professional Panels  
Dinner and networking  
Learn about SHRM student memberships

## Becoming a Professional Dutchman

Change is difficult; transitions can be overwhelming. If you plan ahead and stay on top of things, your spring semester can be more enjoyable than stressful. Join us every 4th Tuesday of the month for our **Becoming a Professional Dutchman** program!

January 25th Lynch 185 11:00am-noon

**Get your materials in order:** (resumes; cover letters; on-line applications)

February 22nd Lynch 185 11:00am-noon

**Perfect your persona:** (professional correspondence; social networking; phone etiquette)

March 22nd Lynch 185 11:00am-noon

**Make a Positive First Impression:** (your introduction; what employers want; illustrating strengths)

April 26th Lynch 185 11:00am-noon

**Maintain your Professional Reputation:** (transitioning to the world of work; the right attitude; fitting in)



## Take charge of your Finances

Being financially savvy is an important skill to develop as you navigate the new freedoms of college and prepare for the next chapter of life. Regardless of your current financial situation, there is something for everyone in this spring's

### Financial Literacy Series.

February 16, 2011 - Neidig-Garber 203 at 7:00pm

### Seven Secrets of Successful Budgeting

February 23, 2011 - Neidig-Garber 203 at 7:00pm

### Housing Search

March 2, 2011 - Lynch 186 at 7:00pm

### Credit 101



Financial Literacy Series offered by the Tabor Housing & Financial Community with presentations given by:

**Mr. William Stamey, adjunct for LVC's MBA program**

## Words from an Expert

Donald Asher is a well-known expert on career topics. By recording his presentations and offering them as webinars, he is able to share his professional insight with colleges everywhere. Join us for 3 different topics this semester:

### Internships: From Accounting to Zoology

Library Bi-Lab

- January 20 (11am), January 25 (11am and 5pm)

### Bound for Graduate School?

Library Bi-Lab \*unless noted\*

- January 27 (11am), February 1 (11am), February 7 (5pm in Lynch 167), April 5 (4pm), April 7 (11am)

### Exploring Elite Opportunities

Library Bi-Lab

- February 22 (5pm), February 24 (11am), April 14 (11am)

For more information and to RSVP for these events, log on to your JOB CENTER account and go to the Career Events section.

LVC Job Center

