

ISU CAREER CONNECTIONS

November Comments

Comments from the Director – Kent Waggoner



With all the economic “gloom and doom” reported lately in the news it would be easy to have a dim view of the job outlook. However, on October 1st the ISU Career Center and the Saint Mary-of-the-Woods Career Development Center co-hosted the most successful Career Opportunity Fair in recent history. With over 125 employer exhibitors and nearly 950 student and alumni attendees, one could actually feel the excitement at the fair. Many of these employers were aggressively recruiting for talent to support strategic growth plans in their organizations. Additionally, the on-campus recruiting activity after the fair has also been lively, with 18 employers interviewing students just in the month of October. So, let the Career Center help you put the finishing touches on your resume; come in for a practice interview; check our web site for the on-campus recruiting calendar; and be fully prepared and competitive for the job environment at hand.

Comments from Student Editor – Ebony A. Roberts

Students fail to realize what resources we have available on campus to help us graduate as well as lead us down the path towards success after graduation. In this month’s newsletter I highlighted internships, from how to get an internship to internship success stories, as well as the Meet the Career Center Staff segment including their positions and what those position entails. Students tend to overlook what the Career Center has to offer, and in this month’s newsletter I highlighted some key tools and resources the Career Center can provide students to help them further down the road.



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CAREER CENTER

HOURS

Monday—Thursday
8:00—5:00
Friday
8:00—4:30

STUDENT EMPLOYMENT

Monday—Friday
8:00—4:30

Phone 812-237-5000
Toll-free 888-892-6044
career-center@indstate.edu
<http://career.indstate.edu>

Focus Indiana Updates

We currently have four Focus Indiana interns at Sony DADC in Terre Haute. This is a great opportunity for students to get experience in the real world. A wide variety of majors are able to do internships with Sony. Another great opportunity for small business experience is at Juiced Cafe' in Terre Haute. Students that are interested in starting their own restaurant or small business would get great experience interning at Juiced Cafe'. If you have any questions, please feel free to send an email to cralston1@isugw.indstate.edu .

—Christina Ralston

Focus Indiana Graduate Assistant

Meet The Career Center Team – Office Process Management/ Administrative Team

Office Process Management/Administrative Team – addresses issues and concerns dealing with the functioning of the Career Center, schedules client appointments, monitors office budgets and manages payroll and personnel records. This team also develops and maintains the office Policies and Procedures Manual and provides Information Technology support to the entire staff.

Kent Waggoner – Director of the Career Center kwaggoner1@indstate.edu
812-237-2590

The Director serves as the primary advocate and representative for the Career Center to all constituencies, both internal and external, by overseeing all programs and activities and providing leadership, guidance, and direction. Additionally, the Director provides the vision, conceptual direction, and planning focus for the Center's operation and is the primary focal point for allocation of resources and overall budget management. The Director also directly supervises the two associate director positions, the Information Technology Analyst, and the Executive Assistant to the Director, and indirectly supervises the balance of the professional and support staff.

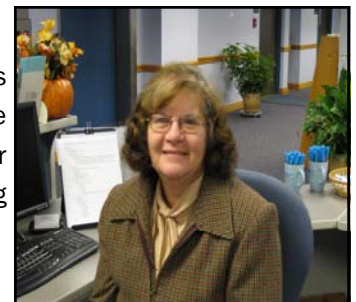


Mary Kelly – Executive Assistant to the Director mkelly6@indstate.edu 812-237-2589

Greetings! After 30 years of employment I still thoroughly enjoy and thrive on my position in the Career Center. Because my duties are numerous and diverse, I am able to utilize my skills in the areas of customer service, event planning, budget, office management, database operations, leadership, community involvement through the United Way, relationship-building and a strong commitment to teamwork and group-centered success. There is great satisfaction and pride in being part of this university and the Terre Haute community. Opportunities, changes, challenges and adventures are abundant here!

Anna Donnelly – Customer Service Manager adonnelly@indstate.edu 812-237-3043

My name is Anna Donnelly, Customer Service Manager. I handle all customer service duties plus I work with travel and ordering office supplies. Often times I am the first contact at the Career Center either by telephone or in person. I have worked at the Career Center for over eleven years. I am a part-time non-traditional student here at ISU. I look forward to talking with you in the future!



Darin Heleine – Information Technology Analyst dheleine1@indstate.edu 812-237-2588

As the Information Technology Analyst, I support the entire Career Center staff. I create and maintain our databases of employer contact information. My responsibilities also include set-up, maintenance and troubleshooting media. I work with a Career Center committee regarding maintenance of the Career Center webpage. I seek out ways to improve our system and streamline our operational process.

Meet The Career Center Team — Campus Operations Team

Campus Operation Team – focuses on career planning and professional development for students. This team provides career counseling utilizing the MyPlan on-line career assessment tool, resume and cover letter critiques, and practice interviews. They are responsible for management of student-employer programs such as the Speed Interview Review, and Networking & Etiquette Workshops. The Career Center newsletter is coordinated through the Campus Operation Team. This team also coordinates all presentation requests from staff, faculty, and student groups.

Cathy McGregor Foster – Associate Director cfoster10@indstate.edu 812-237-4028

I have had the privilege of being at the Career Center for over ten years. My career passion is to help others find their career passion. I lead a group of dedicated professionals which makes my job easy! My position is part administration and part practitioner. I process over 100 presentation requests coming in each semester, work with graduate students completing practicums and internships at the Career Center, as well as work as a team member regarding Career Center operational and strategic planning.



Neal Wagner – Campus Operations Coordinator nwagner@indstate.edu 812-237-2812

My first role at the Career Center was Librarian but my position has evolved into other areas. My areas of responsibility currently fall within three areas; 1) logistics—event planning for the many events sponsored by the Career Center which has included entire departmental relocation due to renovations. 2) Data base record management regarding employer information. 3) Special purchases needed for programs and events. I am also involved in various committees within the Career Center.

Danette Kress – Assistant Director lkress2@indstate.edu 812-237-3805

I love working with the students and could spend all day counseling students in my office in any of our basic areas: choosing a major, resume critiques, practice interviews, internship and job search assistance. I love it all! I look forward to assisting you as you go forward in your career preparations!



Sabrina Wall – Assistant Director swall1@indstate.edu 812-237-2653

As an Assistant Director I coordinate the Networking & Etiquette Workshops and present a variety of topics to classes and organizations. I also take individual appointments and help students, alumni, and community members with career-related topics such as writing resumes, practicing for interviews, deciding on a major, and preparing for graduate school.

Haajira Lansana – Assistant Director hlansana@indstate.edu 812-237-2584

Hello ISU community. My name is Haajira Lansana and I am a recent addition to the Career Center. As one of the Assistant Directors my role in the Career Center is connecting with students to assist them in the areas of career exploration, developing resumes and cover letters, and providing resources that can be used during the job search process, just to name a few. My door is always open so I encourage all students to stop by the Career Center.



Meet The Career Center Team – Experiential Learning Team

Experiential Learning Team – focuses on the development of experiential learning opportunities for students in the form of internships, job shadowing, and employment. This team coordinates the Job, Career and Teacher fairs, and administers the Focus Indiana Scholarship programs, Student Employment, and Sycamore CareerLink.



Elonda Ervin – Associate Director eware@indstate.edu 812-237-2586

I am the Associate Director for Experiential Learning. I am originally from Gary, Indiana. I have a BA in Criminology from ISU, a Paralegal Certificate from Roosevelt University (Chicago), a MA in Communication from Purdue University - Calumet, and a Ph.D. from ISU in Leadership in Higher Education.

In my position, I am primary responsible for the administration of all career and teacher fairs, marketing team initiatives, Disney College Program, Focus Indiana internship program, internal faculty and staff relations, and external employer collaboration.

Martha Reed – Employer Services Coordinator freed1@indstate.edu 812-237-3806

Hello, I am the Employer Services/Sycamore CAREERlink Coordinator. I am originally from Panama City, Panama; My first language was Spanish and I had to learn to speak English in Kindergarten when we migrated to the United States. My past has given me a greater understanding and ability for working with our diverse population, especially our international students, knowing the transition to this country from their homeland is difficult at times, especially with the language barriers.

Being a non-traditional student, I enjoy working with students, alumni, and employers through on-campus recruiting, career fairs, and Sycamore CAREERlink and its student team. Seeing students get the job they want and come back to our career fairs to recruit for their respective companies or schools is a great incentive to work just as hard for the next year's students.

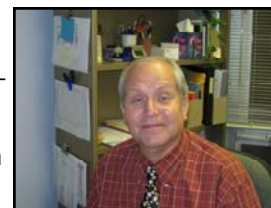


Marilyn Heaton – Student Employment Coordinator mheaton1@indstate.edu 812-237-2482

I am the Student Employment Coordinator and I oversee the seven student assistants who work here in the department. When students get an on-campus job, we process all of the paperwork required which entails federal I-9 form, direct deposit, W-4, WH-4, and background check form. The I-9 form is kept here, the background check form is forwarded to Human Resources, and the remaining forms are sent to Payroll.

Roy Boissy – Assistant Director rboissy@indstate.edu 812-237-8329

I have worked for ISU for 35 years in the Registrar's Office, Human Resources, and in the Career Center. I manage the student employee program as well as work with faculty and employers to identify internship opportunities. I am most interested in helping students find and develop their career path and become wildly successful.



Mike Williamson – Assistant Director mwilliams01@indstate.edu 812-237-3807

Mike is a 37-year veteran of the manufacturing industry as a Human Resource Manager. He is certified by Human Resource Certification Institute as a Senior Professional in Human Resources. He is now on staff at the Career Center as Assistant Director Employer Relations. His mission is to build partnerships between Indiana State University and employers to expand internship opportunities and full-time employment opportunities for students.

INTERSHIPS

Helping Students & Employers Connect

Internships: The Best Place to Start Your Career

Internships have become more than just résumé-padding. These opportunities have become great tools for both students and employers to find that perfect fit.

Getting an internship used to mean a 10-week exercise in photocopying, sorting mail, filing, and fetching sandwiches. Today you can forget that image. The college internship has become nothing less than a high-stakes tryout to land the perfect first job. Think of it as the job interview that lasts a whole semester.

What happened to the days when internships were something put on your résumé—one that usually went to other employers? The answer is simple: Demand is high for entry-level workers from all majors at ISU. ISU just had one of its biggest Career Opportunity Fairs for many years. Why? Most employers were there looking for interns and many are providing extensive training programs to get interns up to speed quickly and then hire the intern after they complete the training.

I was talking to Travis Vaughan recently while he was at the Career Center to interview ISU students. Travis is Repair Logistics Support Manager at Cummins, Inc. and was here interviewing students for internships. Cummins, Inc. is a large and successful corporation in the U.S. that is well known for the diesel engines they manufacture. I asked him my standard questions. The questions and his answers are summarized below.

Q. What made you decide to recruit students from ISU?

A. Cummins has 30,000 employees worldwide and is a huge employer of ISU grads.

Q. What openings are you recruiting students to fill?

A. We need interns for our logistics department to prepare them for placement within the company.

Q. What majors are you interested in?

A. Technology majors. Other recruiters from Cummins look for different majors.

Q. What are the selection criteria for screening students?

A. I especially want students who have been involved in experiences besides just going to class every day such as employment experience, involvement in professional organizations, study abroad, community service, and membership in student organizations.

Q. How would you rate the ISU students you interviewed today?

A. They were impressive...well prepared, dressed appropriately, and were well-spoken. Out of eight interviews, seven were selected for further screening. That is an outstanding result!

Calendar of Events

Networking Etiquette Workshop

· Wednesday, November 19th, 2008

Spring Career Opportunity Fair

· Wednesday, February 11th, 2009

Teacher Recruitment Fair

· Friday, March 6th, 2009



INTERSHIPS

How do you go about getting an internship?

Schedule an appointment with a Career Center counselor. In this session, you will be given information on resume and cover letter development. You will also be guided in identifying internship opportunities advertised through Sycamore CAREERlink, and in conducting a self-initiated search.

Sycamore CAREERlink is an online job database for students and alumni to search for internships, co-ops, full-time, part-time, seasonal, and temporary positions.

All Indiana State University Students and Alumni have an account. Your username is your FULL ISU email address. Login at <http://career.indstate.edu/scl>. If you don't know your password, use the forgot password option and one will be sent to your ISU email account. You may also call 812-237-2621, or email scl@indstate.edu for assistance.

Upload your resume and cover letter into the Sycamore CAREERlink database to apply for listed positions and to make your information available for online employer viewing. NOTE: You are not limited to the positions listed. You may develop a position independently.

You may be asked to interview for the position. Meet with a Career Center Counselor for a Practice Interview to prepare.

Once you have obtained an offer, access the Internship Agreement Form.

Complete the form

Gather signatures

Attach the Position Description

Turn the completed form and attachment(s) in to the Career Center

Register with your academic department, if appropriate, for an internship or co-op class.

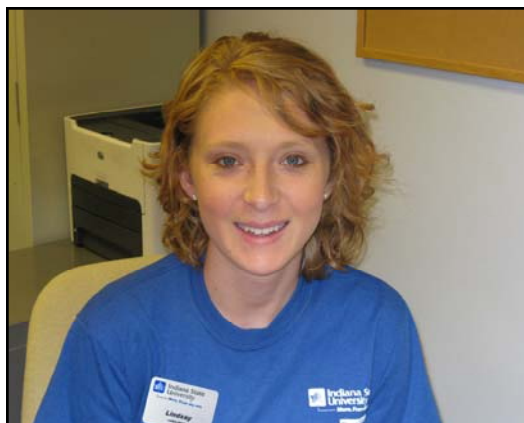
Follow the rules, regulations, and schedule of the employer.

Complete any additional requirements indicated by academic advisors.

Upon notification, complete the Student Internship Evaluation at the end of your experience. Your supervisor will be completing a Host Evaluation and results of both evaluations will be sent to your faculty sponsor.

A Success Story

Lindsay McKee is a junior at ISU majoring in Accounting, and is from Palestine, Illinois. Lindsay works in the Career Center as a Student Assistant for the Customer Service Team. She interned with Marathon in the Summer of 2008 as a Products Control Intern. Lindsay attended the Career Fair a few weeks ago hosted by the Career Center, and while visiting the Career Fair she spoke with a representative from Marathon about her experience with their company. The next day she interviewed with Marathon in the Career Center, and she just recently found out she will be interning with them for Summer of 2009 as an Accounting Intern in Robinson, Illinois.



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MISSION STATEMENT

Our mission is to educate and assist ISU students and graduates throughout all phases of their career development, preparing them to meet the challenges of a competitive work environment, and forge dynamic relationships with employers and other relevant constituencies.

It is time to visit the Career Center!



Editor: **Ebony A. Roberts**

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GET CONNECTED WITH SYCAMORE CAREERLINK

Sycamore CAREERlink is a web-based system linking students, alumni and employers through the Career Center. Sycamore CAREERlink is part of the [NACELink Network](#), a partnership between [NACE](#) (National Association of Colleges and Employers), [DirectEmployers](#) Association, and [Syplicity Corporation](#).

EMPLOYERS - How do I register to use SCL?

Fill out the Sycamore CAREERlink Employer Registration Form online at https://indiana-state-csm.syplicity.com/employers/?signin_tab=2. Once registered, your username and password will be e-mailed to you, usually within 24 hours. For more information call the ISU Career Center at **812-237-3806** or toll free at **888-982-6044** (press 2).

What will I be able to do?

- Enter your job listing(s)
- Close, edit, or renew your job listing(s)
- Search for candidates who match your criteria
- Review candidate resumes online
- Receive information from applicants who apply directly online for posted positions



STUDENTS - How do I use SCL?

All currently-enrolled ISU students automatically have a Sycamore CAREERlink account using their MyMail e-mail address as username. The password is auto-generated by the system and can be received by using the "Forgot Your Password?" link. For more information call the ISU Career Center during office hours at **812-237-3806** or toll free at **888-892-6044** (press 2).

What will I be able to do?

- View all types of positions, including off-campus part-time, full-time, internships, and co-ops
- Upload resumes and cover letters and apply for many of the positions directly online
- Track your job search, including job postings to which you have applied
- Print formatted copies of your job search materials