

COMMUNICATION

USE THE CAREER CENTER SERVICES

- Visit the Career Center homepage: <http://career.indstate.edu>
- Attend a [Networking Etiquette Workshop](#) to learn how to network in a group setting and the proper behavior in business and formal dining.
- Sign up for a [Practice Interview and Critique](#) with a Career Counselor.
- Attend the [ISU CAREER OPPORTUNITY FAIRS](#) held each Spring and Fall semester.
- Use [Sycamore CAREERlink](#) to look for Internships and Co-ops in your field.
- Use [Sycamore CAREERlink](#) to be able to view job listings and to post your resume online for employers to view.
- Be sure to sign up for [campus interviews](#) in your field.

SOME JOB TITLES

Advertising Coordinator	Director	On-air Talent
Broadcast Sales Representative	Editor	Producer
Broadcasting Operations Manager	Filmmaker	Program Director
Columnist	Freelance Writer	Public Relations Specialist
Communications Specialist	Journalist	Publishing Assistant
Copywriter	Media Buyer	Script Writer
Corporate Communications Officer	News Reporter	Special Events Planner
	News Writer	Technical Writer

KNOW THE SKILLS EMPLOYERS ARE LOOKING FOR IN YOUR FIELD

Bachelor's degree in related field	Strong interpersonal skills
Desktop publishing skills	Strong presentation skills
Talented at writing ad copy and letters	Development of web sites
Initiate, develop, and recommend creative and effective advertising programs	Coordinate company participation in community events
Excellent oral and written communication skills	Proofreading skills
Be able to work as part of a team	Coordinate all phases of production
Develop and evaluate project budgets	Fundraising
Initiate, plan and organize special events, sponsorships, programs, and contests	Knowledge of marketing principles
Ability to write press releases, facilitate media requests, schedule interviews, compile membership statistics, coordinate photography schedules	Good understanding of design and layout
Communication, problem-solving skills	Ability to work with deadlines
	Ability to juggle multiple projects
	Computer skills: word processing, spreadsheet, presentations, internet research, e-mail
	Project management skills
	Attention to detail

In addition to class you can...

- Assist a professor with research
- Develop a portfolio
- Join a fraternity/sorority, student club or organization: become an officer; chair a committee
- Take computer classes or workshops
- Take a Leadership class
- Summer jobs, Co-ops, and Internships

- Volunteer at the Statesman or IQ magazine
- Plan to attend graduate school
- Study Abroad
- Network with professionals in your field
- Join Professional Associations
- Join a listserv from your professional association

A Sampling of Web Sites for Communication Majors

<http://www1.indstate.edu/communication/> - ISU Department of Communication

Advertising Web Sites

<http://www.bigfishpromo.com/default.htm> - staffing services in the Creative, Marketing, and Digital Media fields

<http://adage.com/talentworks/index.php?> - Advertising Age Career Center

<http://www.creativehotlist.com> - Job listings in advertising and other fields

<http://www.nationjob.com/media> - NationJob Network Advertising and Media jobs

Radio, TV, Film Web Sites

<http://news.searchbeat.com/mediajobs.htm> - Radio, TV, Print media jobs

<http://www.b-roll.net> - News photography web sites

<http://www.medialine.com> - contains an up to date list of jobs

<http://www.nationjob.com/media> - NationJob Network Advertising and Media Jobs

<http://www.radiotvjobs.com/> - Radio and TV jobs

<http://www.tvjobs.com> - broadcasting jobs in TV

Journalism Web Sites

<http://news.searchbeat.com/mediajobs.htm> - Radio, TV, Print media jobs

<http://newsjobs.com/index.html> - National Diversity Newspaper Job Bank: the nation's most comprehensive list of journalism job openings on the Internet. It is a FREE service geared toward newspaper-related writing positions.

<http://www.asne.org/kiosk/careers/carerdet.htm> - American Society of Newspaper Editors: choosing a school, internship info and tips on planning a college career for journalists

<http://www.b-roll.net> - News photography web sites

<http://www.editorandpublisher.com> - click on CLASSIFIEDS and then on EMPLOYMENT for jobs.

<http://www.freep.com/jobspage> - links to journalism job banks, internships, jobs fair and more from Detroit Free Press.

<http://www.nahj.org> - National Association of Hispanic Journalists: click on "Career Resources"

<http://www.sunoasis.com> - postings for writers, editors, journalists, etc. Updated regularly. Free listings for those offering jobs.

Public Relations Web Sites

<http://www.actimedia.com> - ActiMedia - the Public Relations and media database

<http://www.ereleases.com/resources/pubrelations.html> - Public Relations and PR Links

<http://www.prnewsonline.com/> - PR News Online

<http://www.prsa.org> - Public Relations Society of America: click on "Career Resources"

<http://www.prssa.org> - The Public Relations Student Society of America

Writing Web Sites

<http://authorlink.monster.com/> - Authorlink! Publishing and Media Career Center

<http://www.sunoasis.com/tutorial.html> - Writer's Guide to Finding Jobs Online

<http://www.technicalwriter.computerjobs.com/> - technical writing jobs

<http://www.writejobs.com/> - The Write Jobs

Also, you can search for jobs using web sites such as <http://HotJobs.Yahoo.com> or <http://www.Monster.com>. Visit the websites of other colleges and universities that have communication departments.