LETTER FROM THE DIRECTOR:

Dear Students,

It is my distinct privilege to welcome you to our office. We have assembled a dedicated and experienced team of professionals serving the career development needs of students and alumni. It is our philosophy that students should begin the career exploration process early in their academic careers. The Center for Career Development promotes teaching lifelong skills aimed at assisting students and alumni in identifying, researching, and developing career opportunities.

We assist students and alumni in executing this plan by providing workshops on career-related topics such as resume and cover letter writing, interviewing skills, job search techniques and internship exploration.

We work to establish partnerships with employers wishing to recruit Adelphi students and alumni. Our office facilitates programming designed to bring students, alumni, and employers together including career fairs, networking events with alumni, employer presentations, and the campus recruiting program. Our team looks forward to working with you!

Sincerely,

Thomas J. Ward, Jr.
Director of the Center for Career Development
tward@adelphi.edu

YOUR VOTE, YOUR FUTURE: CAREERS IN PUBLIC SERVICE

Speakers Include:

- U.S. Department of State
- LI Sierra Club
- Teach For America
- Nassau County Dept. of Parks, Recreation and Museums
- Metropolitan Transportation Authority

With the election year upon us, is a career in public service right for you? During this interactive presentation, listen to real life experiences from professionals in the fields of law enforcement, non-profit community services, international relations and local, state and federal governmental agencies.

Co-Sponsored by Center for Career Development & Department of Political Science

YOUR VOTE, YOUR FUTURE: Careers in Public Service

Wednesday, October 22, 2008
1pm - 3pm
UC Ballroom 203

WHAT CAN THE CENTER FOR CAREER DEVELOPMENT DO FOR ME?

- Learn how the Four Year Plan applies to you
- Register for PantherZone
- Meet the Career Center staff members

Open House

Wednesday, September 17, 2008
9:00 a.m. - 7:30 p.m.
Post Hall
Attend ONE of these required seminars to be eligible for this fall’s Public Accounting on-campus interview program.

**ATTENTION ACCOUNTING MAJORS!**

**ACCOUNTING RECRUITMENT**

**Accounting Recruitment Seminars for Accounting Majors:**
- Tuesday, Sept. 2, 4:30-6:00 pm, *UC 215-216*
- Thursday, Sept. 4, 6:00-7:30 pm, *Career Center*
- Monday, Sept. 8, 1:00-2:30 pm, *UC 213-214*

**Interview Workshops for Accounting majors**
- Tuesday, Sept. 23, 4:30-6:00 pm, *Career Center*
- Thursday, Sept. 25, 5:30-7:00 pm, *Career Center*
- Monday, Sept. 29, 1:00-2:30 pm, *Career Center*

**ARES & SCIENCES AND BUSINESS**

**Recruitment Seminar for Class of 2009:**
- Thursday, Dec. 4
  - 6:00 – 8:00 pm
  - *UC 213 - 214*

Open to graduating Bachelor’s and Master’s candidates and alumni.

**EDUCATION AND SOCIAL WORK**

**Recruitment Seminar For Class of 2009:**
- Open to graduating Bachelor’s and Master’s candidates and alumni.
- Please pre-register by calling (516) 877 - 3130.
- Tuesday, Dec. 2, 4:00 – 6:00 pm, *UC 313*

Additional spring 2009 seminar dates will be announced.

**Recruitment is when employers come to campus to interview and potentially hire pre-selected candidates for jobs or internships.**

Sign up today and be considered for October / November 2008 interviews for Accounting jobs or internships in 2009.
### Fall Workshops

These workshops are held at the Career Center, Post Hall

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<tr>
<th>INTERVIEW PREPARATION</th>
<th>RESUMES</th>
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<tr>
<td>Tues. Sept. 16, 5 pm-6 pm</td>
<td>Thurs. Sept. 11, 1 pm-2 pm</td>
<td>Thurs. Sept. 4, 11 am-12 pm</td>
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<td>Mon. Oct. 6, 5 pm-6 pm</td>
<td>Tues. Sept. 16, 4 pm-5 pm</td>
<td>Fri. Sept. 26, 10 am-11 am</td>
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<td>Tues. Oct. 14, 2 pm-3 pm</td>
<td>Mon. Oct. 6, 4 pm-5 pm</td>
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<td>Thurs. Nov. 6, 4 pm-5 pm</td>
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### NBC Universal

**NBC Universal**  
**October 7, 2008**  
**12:00 noon – 2:00 p.m.**  
University Center Rm 201  
**Learn how to secure an internship with NBC**

**NBC Universal**  
**Graphic Arts, Advertising, Promotions, News, Journalism, Production, Sales, Marketing, Entertainment, Finance & Human Resources**

### Nursing Job Fair

**Nursing Job Fair**  
**Wednesday, November 12, 2008**  
**5:00 p.m. - 7:00 p.m.**  
**Adelphi University Manhattan Center**  
**75 Varick St. NY, NY**

For Adelphi nursing students and alumni.  
Meet with recruiters from New York City hospitals.  
Dress professionally and bring plenty of resumes!
**FRESHMAN YEAR**

1. **Prepare**
   - **Assess your values, interests & skills:** What do you *want* to do? What *can* you do? *Where* would you like to do it? Visit the Career Center, we can help.
   - **Explore academic majors:** Discuss taking a variety of courses with your academic advisor.
   - **Join Clubs & Organizations:** Contact Center for Student Involvement to participate in on-campus organizations.

**SOPHOMORE YEAR**

2. **Learn**
   - **Understand your options:** Talk to your professors about career paths and internships.
   - **Identify key players in your industry of interest**
   - **Connect with Alumni:** Discover networking, shadowing and mentoring opportunities. Come to the Career Center to find out more.

**JUNIOR YEAR**

3. **Act**
   - **Discover your passion:** Make an appointment with a career counselor.
   - **Attend Career Center workshops & events**
   - **Participate in resume-building activities**
   - **Apply for internships & jobs:** Register with PantherZone for our internships and job listings.

**SENIOR YEAR**

4. **Next steps**
   - **Finalize resume and cover letters:** Email drafts to careerconsultor@adelphi.edu
   - **Brush up on interview skills**
   - **Familiarize yourself with job search resources:** Internet sites, Campus Recruitment programs, PantherZone and Employer/Alumni events
   - **Think about and prepare for graduate schools:** GRE, MCAT, LSAT, GMAT, etc.

*This outline is for the average four-year college student plan. The timeline may vary according to each individual student and specific program in which they are enrolled. Don’t worry if you feel behind. Come to the Career Center and we will help you get back on track!*
To welcome new students, the Career Center staff will be visiting the residence halls the first two weeks of school distributing cookies. Returning to school after a summer break can be a tough transition, so we thought we could brighten up your day with some treats! However, we have not forgotten about our commuter students. You may receive your snacks in the UC Commuter Lounge or possibly on an Adelphi shuttle bus.

Our goal is to raise awareness of all our services that are available to students, promote our upcoming events, answer any career-related questions, and meet students individually. If you miss out on the cookie caper, then attend our Open House in Post Hall on Sept. 17, 2008 all day from 9am–7:30pm for food, information and to meet the staff members of the Center for Career Development.

Through a collaboration between the Center for Career Development and the Office of Alumni Relations, we hope to better serve students and alumni. Together, we cosponsor programs allowing students and alumni to network, discuss industry trends and develop skills to help them succeed in their professional lives.

**C.O.A.C.H. (Count on Alumni for Career Help) Program**

Through the COACH Program, students attend presentations and trips to gain insight from professionals that work in their area of interest. To learn more about COACH Programs and how to get involved, please contact the Office of Alumni Relations at (516) 877-3470 in Levermore Hall, Rm 205 or visit their website at [http://alumni.adelphi.edu/](http://alumni.adelphi.edu/)

**Backpack to Briefcase:**

**Transitioning from the College World to the Career World**

In this series, programs are offered to help young alumni and students make the transition from college to the working world. Having joined forces, the Office of Alumni Relations, Center for Career Development, Learning Center, Student Financial Services, Center for Student Involvement, School of Business, Future Alumni Leaders Association, Graduates of the Last Decade (G.O.L.D) Alumni Chapter, Delta Sigma Pi International Business Fraternity and the Class of 2009 offer programming to meet the needs of our constituents in transition.

**Employers Tell All: What Human Resources Wants**

Ms. Joanne Cordano, an experienced HR Representative, trains others on how to effectively communicate, dress and act in different professional settings, such as interviews and dining situations.

**Makeover Magic** (Co-sponsored with Office of Alumni Relations)

Learn how to present a professional image at your job interviews and beyond.

For further details of all events, please visit [http://students.adelphi.edu/career](http://students.adelphi.edu/career) and click on the Backpack to Briefcase link.
DID YOU KNOW? FACTS ABOUT THE CAREER CENTER

- Recently instituted a Four Year Career Plan for students
- Serviced 2,887 visitors in 2007-2008
- Offered Resume, Interview, Internship, Job Search Workshops and Special Events
- Managed America Reads/America Counts Program
- Posted 29,000 jobs and nearly 700 internships last year
- Hosted 440 on-campus interviews with employers last year
- Over 200 companies/organizations recruited on campus in 2007-2008

INFORMATION TABLES

Look for Center for Career Development staff members in the University Center Lobby this fall. We will be providing information on internships, the job search process, resume writing, and interview preparation. Got a question? Stop by and ask us.

Table in UC Lobby, from 11:00 a.m.-2:00 p.m.
on Tues. 9/9, Tues. 10/7, Tues. 10/21, and Mon. 11/10

AMERICA READS/AMERICA COUNTS

For many years, the Center for Career Development has helped students find work on campus through federal work study, campus employment and graduate student employment.

The America Reads program connects Adelphi students with local public schools to tutor children who need extra assistance in reading. Tutors can have any major or career goal, but must have Federal Work Study in their financial aid package, and must have sufficient blocks of time available during the school day.

We arrange transportation for tutors with a special van schedule.

To be a tutor, visit http://students.adelphi.edu/americareads/ and apply online.

You can also pre-register for the orientation meeting. You may also pick up an application today in Post Hall or call (516) 877-3130.

ORIENTATION MEETINGS TO BECOME A TUTOR:

Wednesday, Sept. 3, 4 pm – 6 pm, UC 211-212
Thursday, Sept. 4, 4 pm – 6 pm, UC 201
SURVEY: We want your feedback!
Please complete, tear off and return to the Center for Career Development in Post Hall

1. Please Circle One: Freshman Sophomore Junior Senior Alumni Faculty Staff Other

2. What do you like most and least about our Career Compass newsletter?
Most: ____________________________________________________________
Least: ___________________________________________________________

3. How would you rate the content of this newsletter? Circle One: Excellent Good Average Fair Poor

4. How would you rate the style/look of this newsletter? Circle One: Excellent Good Average Fair Poor

5. What would you like to see included in future Career Compass newsletters?
_________________________________________________________________
Internships
Internships allow students to explore careers, clarify vocational objectives, develop relevant work experience, apply classroom theory to a work environment, earn academic credit and/or salary and build potential for a full-time job offer. Students who register on PantherZone can view internship opportunities in a wide variety of fields. Set up email alerts for searches and have internships emailed to you directly!

Professional counselors are available to discuss career-related matters such as choosing a major or career, the job search, resume critique and interview preparation. Students can take the Career Liftoff Interest Inventory and Strong Interest Inventory, assessment tools that match interests to occupations.

In addition to posting jobs at the Center, we list many full-time jobs through our online career service, PantherZone. Please log onto: http://students.adelphi.edu/career/pantherzone, so that you can see opportunities related to your individual interests and experience. Students, alumni, and employers can create a free profile, and research companies, and apply for jobs and internships online. Don’t Delay…Register today!

Career Counseling

STUDENTS:
Email careercounselor@adelphi.edu for rapid replies to your career-related questions and to request a critique of your resume and/or cover letter.

Email internships@adelphi.edu with inquiries regarding internships.

EMPLOYERS:
Send current job postings to us at pantherzone@adelphi.edu

Career Resources
The career resource library contains hundreds of current references. Our Job Search Series includes publications on: Internships, Jobs on Campus, Resumes and Cover Letters, Job Search Strategies, Networking, The Internet as a Job Search Tool and The Interview Process.

Presentations
The Center facilitates workshops on topics including: resume writing, interviewing and internships. Students are invited to attend one of the many Career Center seminars required for the on-campus recruitment program in their field of interest: arts & sciences, business, education, nursing and social work.

Interview Opportunities
The Center for Career Development arranges contacts with organizations interested in interviewing our students and alumni. Each year, more than 200 corporations, schools and agencies visit campus for prescheduled interviews with selected candidates or to attend our annual Job and Internship Expo or Nursing Job Fair.

Credentials Service
Students and alumni may set up files of recommendation letters which may be forwarded to potential employers or to graduate/professional schools.

OUR MISSION:
The Center for Career Development is a team of career educators dedicated to the development and implementation of programs and services designed to promote lifelong career management skills for students and alumni.

We collaborate with students, faculty, alumni, university colleagues, and employers to build partnerships that enhance career development and generate career-based experiential education and employment opportunities for students and alumni.