

NEWSLETTER FROM THE ADELPHI UNIVERSITY CENTER FOR CAREER DEVELOPMENT

NUMBER XXVII

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ADELPHI UNIVERSITY

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# **SERVICES**

#### **CHOOSING A MAJOR / CAREER COUNSELING**

Career counselors are available by appointment to help you choose a major, provide resume critiques, navigate the job search process, and prepare you for interviews. Through the use of assessment tools, counselors can help you identify what area of interest you might consider for your future by matching your interests to occupations.

#### **ON CAMPUS INTERVIEWS**

Working with organizations, the Career Center brings employers to campus to interview interested students. Each year, more than 200 corporations, schools, hospitals and agencies visit campus for pre-scheduled interviews with selected candidates or attend our Annual Job and Internship Expo.

#### **PRESENTATIONS**

Attend workshops on résumé writing, interview preparation, internship exploration and major/career decision making, to develop the skills to succeed. The Career Center provides special presentations for academic classes and student groups. To request a careerrelated presentation for your group, call (516) 877-3130.

#### **INTERNSHIPS**

Internships allow students to explore careers, clarify vocational objectives, and develop relevant experience for their résumé, while possibly earning academic credit or pay.

#### **AMERICA READS/ COUNTS**

This federal work study program encourages Adelphi students to become tutors for local public school children that need help in reading or math. Transportation is provided to some areas.

#### **JOB LISTINGS**

If you are looking for on campus employment, work-study positions, full time or part time jobs or internships, the Career Center can help you in three easy steps.

Students and Alumni may:

- I. Register for PantherZone at www.students.adelphi.edu/ career/pantherzone
- 2. Create a free profile
- 3. Search jobs and internships that are related to your individual interests and experience.

#### S.W.A.T. TEAM

Through per diem employment on the Student Worker Action Team (SWAT), you can decide if and when you want to work. Short-term, on-campus jobs are announced via email, and positions are filled on a first-come, first-served basis. To sign up to become a SWAT Team member, contact Jonathan Ivanoff at jivanoff@adelphi.edu

\*NOTE: The Center for Career Development. does not guarantee a student or alumnus will obtain an internship or job opportunity.

## **Email**

#### Students

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

Email internships@adelphi.edu with inquiries regarding internships.

#### **Employers**

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

### 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.

## **Upcoming Fall 2010 Events**



# WELCOME BACK BLOCK PARTY



Wednesday, September 1, 2010 11:00 a.m.–2:00 p.m.
Outside on the Levermore Lawn, Garden City campus
Free ice cream and raffles!

#### **GET A JOB!**

On-the-spot interviews for on-campus and off-campus job and internship opportunities. For more information, contact the Center for Career Development at careercounselor@adelphi.edu or (516) 877-3130.

#### **GET INVOLVED!**

Meet student representatives from over 80 clubs and organizations. For more information, contact the Center for Student Involvement at csi@adelphi.edu or (516) 877-3603.

Cosponsored by Center for Career Development & Center for Student Involvement

Avoid the lines & register in advance for the Block Party: Complete an on campus job application at <a href="mailto:students.adelphi.edu/career/students/oncampusjobs.php">students.adelphi.edu/career/students/oncampusjobs.php</a> then search for jobs on PantherZone.

# AMERICA READS/ AMERICA COUNTS



# Attention Work-Study Students!!! Become a tutor!

Would you like to help local children in elementary and middle schools increase their interest and knowledge of math and/or reading?



Visit the America Reads/ America Counts webpage and apply online to become a tutor: <a href="http://students.adelphi.edu/career/americareads/howtoapply.php">http://students.adelphi.edu/career/americareads/howtoapply.php</a>

To Become a New Tutor: Attend ONE of these Orientation Sessions

Tuesday, September 7, 2010 -1:00 p.m. & 3:00 p.m. Wednesday, September 8, 2010 - 2:00 p.m., 4:00 p.m., & 6:00 p.m. Thursday, September 9, 2010- 12:00 p.m. & 2:00 p.m. Friday, September 10, 2010 - 10:00 a.m. & 1:00 p.m.

All held at the Career Center in Post Hall

Email <u>areads@adelphi.edu</u> with any questions

# **MOCK INTERVIEW NIGHT**

Answer difficult interview questions and receive honest feedback from employers and alumni



**Practice Makes Perfect!** 

Tuesday, September 28, 2010 5:00 p.m.- 7:00 p.m.

Alumni House (on Cambridge Avenue)

# ACCOUNTING ON CAMPUS RECRUITMENT

Open to Bachelor's and Master's candidates and alumni seeking a job or internship in the accounting field.

Candidates must attend <u>one</u> recruitment seminar AND one interview workshop offered on these dates:

#### **Recruitment Seminars:**

Tuesday, September 7, 2010 at 5:00 p.m.— 6:30 p.m.
Thursday, September 9, 2010 at 4:30 p.m.— 6:00 p.m.
Monday, September 13, 2010 at 1:00 p.m.— 2:30 p.m.
Wednesday, September 15, 2010 at 6:00 p.m.—7: 30p.m.

#### **Interview Workshops:**

Tuesday, September 21, 2010 at 5:00 p.m. – 6:00 p.m. Thursday, September 23, 2010 at 4:30 p.m. – 5:30 p.m. Monday, September 27, 2010 at 1:00 p.m. - 2:00 p.m. Wednesday, September 29, 2010 at 6:00 p.m. –7:00 p.m.

#### **DEADLINES:**

Resumes must be <u>reviewed</u> no later than Mon. 9/20/10 Resumes must be <u>submitted</u> no later than Thurs. 9/30/10

Sign up for a seminar today by calling (516) 877-3130 to be considered for accounting interviews this fall.



Accounting Society Networking Social:

Thursday, September 30, 2010 6:00 p.m. Alumni House

A great opportunity for Accounting majors to meet and greet hiring professionals in the accounting field, many of whom will be interviewing on campus this fall.

RSVP to AccountingSociety@adelphi.edu

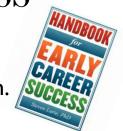
## Special leadership events...





# **CONNECT FOR SUCCESS**

Steven Lurie, Ph.D.,
Adelphi Alumnus and Author
September 23, 2010 at 6:00 p.m.
University Center, Room 313





# CAREERS IN TECHNOLOGY CAREER FAIR

Tuesday, October 26, 2010 3:00 p.m. - 7:00 p.m. University Center, 2nd Floor

Workshops include: Social Media for Job Hunting

Presentation Skills Blackberry for Business

## **ABOUT LAUREN BERGER**



# INTERN QUEEN

Wednesday, November 3, 2010 6: 00 p.m. Performing Arts Center Concert Hall



<u>Business Week Magazine</u> named Lauren Berger number 5 on their annual list of Young Entrepreneurs 25 Under 25. America Online says, "If you are going to college and wondering what you are going to do this summer – you need to look her up." Mobile Youth has placed her in the top 10 Youth Marketing Minds of 2010.

Lauren Berger is CEO of Intern Queen Inc, an online internship destination that helps students find and apply for internships while also educating them on how to make the most of their experiences. Berger grew up in Clearwater, Florida and participated in 15 internships during her 4 years of college, hence the title "Intern Queen". Berger earned a degree in Organizational Business Communications at the University of Central Florida and interned for top-notch companies across the country such as MTV, FOX, BWR Public Relations, and NBC. Berger has a weekly advice column with the Washington Post website and has been recently featured in The Wall Street Journal, FoxBusiness, The New York Post, AOL, Alloy.com, YPulse.com, E!News.com, Yahoo Business, MarieClaire.com, and more.

# Sophomores and Juniors!

The Center for Career Development

# One-credit Internship Course

Get ahead of the competition through:

- Résumé writing
- Workplace etiquette
- Mock interviews
- · Personal coaching
- Making connections
- Setting goals









This course will be taught by Jonathan Ivanoff, Internship Coordinator, Center for Career Development.

Find out more at students.adelphi.edu/career



## Online Resources: Job Search 24/7



# Join over 5,000 Adelphi students and alumni who have already hit the mark!

Target your career and search for opportunities ranging from internships to full-time jobs on PantherZone.

- Search job listings 24/7
- Sign up for On Campus Recruitment interviews for seniors and alumni
- Explore Internships
- Become a SWAT team member

Don't misfire... register today by visiting: students.adelphi.edu/career/pantherzone



#### Center for Career Development



#### **NEED A JOB ON CAMPUS?**

Complete the online
ON CAMPUS EMPLOYMENT FORM:
students.adelphi.edu/career/
students/oncampusjobs.php
then search for jobs on PantherZone





#### **CREATE A RESUME**

Students can design a resume using a step-by-step guide to highlight relevant experience!

<u>students.adelphi.edu/career/</u> <u>students/resume.php#optimal</u>





#### PRACTICE FOR AN INTERVIEW

Answer typical interview questions through this interactive tool, to prepare for your next job interview.

<u>students.adelphi.edu/career/</u> <u>students/interview.php</u>

# **COMMUNITY FELLOWS PROGRAM**

With students finding it difficult to obtain good jobs and internships in the summer, Adelphi University developed a critical program that provided internship / fellowship assistance to 18 students going into their junior and senior years.

After completing a half-semester, I- credit course during Spring 2010 Semester, focused on the nature and importance of the non-profit sector to the overall economy and society, students selected for this program were assigned to work at key non-profit organizations in the region this past summer.

With the support of President Scott, the program, operated by the Center for Career Development in conjunction with Adelphi University's Center for Non-Profit Leadership, offered 10-week fellowships at \$3,000 per student. Hear what they students had to say about their experience as a Community Fellow.

Visit our Facebook page for videos capturing all the stories of the Community Fellows on site at their internships.

# 2010 COMMUNITY FELLOWS LEAD THE WAY

Joenni Abreu: Catholic Charities

Natalie Andrade: Multiple Sclerosis Society

Rebecca Benison: Epilepsy Foundation of Long Island

Michelle Consorte: Citizens Campaign for the Environment

Katherine Correa: Long Island Works Coalition

Ashley Dufort: Catholic Charities

Joseph Dujmovic: Lighthouse International Ahmed Eldib: Grassroots Environmental

Eckor Joseph Island Harvest

Alex Louissaint: Boy Scouts of America/ Nassau County

Megan Margino: Suffolk County Coalition Against Domestic Violence

Nabil Merchant: Lighthouse International

Erica Newman: YAI

Hilda Perez: Make a Wish Foundation

Gridiane Pygeol: Girl Scouts of America/ Nassau County

Inna Revutsky: Visiting Nurse Service of NY

Danielle Saunders: SCO Family of Services
Atanas Stambolilski: Cedamore Corporation



"I found that the creativity and energy of young people is tremendous in the business community." Katie Correa,
Long Island
Works Coalition

Contact Jonathan Ivanoff at jivanoff@adelphi.edu to see how you can become a Community Fellow next summer!

# A Day in the Life of... an Adelphi Community Fellow





Natalie Andrade

Major: B.S. in English, May 2011

STEP Childhood Education, May 2012 vities: Tri-Delta Sorority, Spanish Club,

Career Center student employee

Internship: National Multiple Sclerosis Society,

Long Island Chapter

This internship was designed so that I would be out in the field about 30% of the time with Jane Reilly, Senior Manager of Community Engagements and Public Education. Contacting people who have Multiple Sclerosis (MS), I educated them on the programs and services the society offers.

In my second week, I accompanied Jane Reilly to a member's home and witnessed a first-hand account of the debilitating progression of Multiple Sclerosis. This was an integral part of the experience because I actually met and saw the people the society is helping. I also visited two in-home care centers and attended educational seminars on how to care for someone who has MS. Sitting in on conference calls with societies from the North East region, we worked together to set up a series of teleconferences.

Collaborating a little bit with the development team, I promoted BIKE MS, a fundraiser conducted in September. Working on 10 grant proposals, I corresponded with various corporations and foundations. Learning a lot about the disease, I never knew there is also a pediatric population affected by MS. As a future teacher, I know I will encounter children with disabilities: cognitive and/or physical; or I might have a child who has a parent with a disability. I was able to build upon skills I know will be useful for me as a prospective elementary education teacher. Giving back to your community and helping to raise awareness of causes should be taught to students starting at a young age. This has truly been an enriching experience.



Joseph Dujmovíc

Major: B.A. in English, May 2011

STEP Adolescent Education, May 2012

Activities: Pi Lambda Phi Fraternity President,

Resident Assistant, Peer Assistant Leader, The Delphian Business Manager, Student Employee in CSI

Internship: Lighthouse International

While at the Lighthouse, I helped develop and implement a new fundraiser which the organization will be hosting in the Fall. The Lighthouse will be holding "Double Up 4 Vision," a tandem bike and walking event that pairs sighted and non-sighted individuals for a stroll on the Hudson River Waterfront. Being that this was the first time the organization was hosting the event, the project was put into my hands and I was given the ability to

work on various aspects of the fundraiser: from marketing the event, to obtaining corporate sponsorships and recruiting volunteers to participate in the event. I had the chance to not only observe, but to assist in the full development of the project. Indeed, assisting with the "Double Up 4 Vision" event was a great way to see the amount of work involved in an event of this magnitude.

In addition to my contribution to the fundraising project, I was also a volunteer reader for the visually-impaired and assisted in Lighthouse's "Columbia Youth Summer Transition Program" which helps high school students to develop necessary life skills as they live with visual impairments and seeks to bridge the gap between the "sighted" and "non-sighted" world. While assisting in these classes, I gained a better understanding of what life was like for a person living with a visual impairment and have been continuously amazed by the people that Lighthouse serves on a daily basis.



Katíe Correa

Major: Honors College
B.A. in English, May 2011
STEP Adolescent Education, May 2012
Activities: Newman Club President, L.I.F.E. Club,
Symposium (Honors College Written
Journal); writer & one of the editors
Dean Garner's Reading Circle, Student

Employee in Adelphi General Studies Program

Internship: Long Island Works Coalition

I chose Long Island Works because I am passionate about its mission, the essence of which is to prepare today's students for tomorrow's workforce by creating partnerships between the academic and business communities. Long Island Works gave me the opportunity to witness how high school teachers have committed endless energy and enthusiasm to provide hands-on learning opportunities for their students, especially in high school Career Academies.

Three projects I have been heavily involved with behind-the-scenes are the Best Foot Forward

Sneaker Drive, the Long Island Works STEM Expo for Middle School Students, and the Central Islip High School Green Career Fair. Through these projects, I have learned how to guide young minds in the direction of inspiring career possibilities.

As an English major and as someone who loves to write, I never thought that there would be any need for someone with my skills and interests in the business community. Never have I been so glad to find out I was wrong! "Word people" are crucial when it comes to Marketing,, as their creativity with synonyms and alliteration is priceless when designing an event poster or advertising slogan. Also, I found that writing is essential for Public Relations, as a persuasive and well-written press release for the newspaper or for a website is an important way to display the great work that an organization does. As an intern at LI Works, writing was an integral aspect of every day – whether it was writing for our monthly e-Newsletter, the website, or even press releases for our local newspaper, the Pennysaver!

## **RÉSUMÉ Workshops**

Learn how to prepare a professional résumé. Learn how to use Optimal Resume software. Location: Career Center



Tuesday, September 21: 1:00 p.m. - 2:00 p.m. Monday, October 11: 2:00 p.m. - 3:00 p.m. Wednesday, November 10: 4:00 p.m. - 5:00 p.m. Friday, December 10: 1:00 p.m. - 2:00 p.m.

## **INTERVIEW Workshops**

Learn how to research for an interview and practice answering the tough questions. Location: Career Center



 Tuesday, September 21:
 2:00 p.m. - 3:00 p.m.

 Monday, October 11:
 3:00 p.m. - 4:00 p.m.

 Wednesday, November 10:
 5:00 p.m. - 6:00 p.m.

 Friday, December 10:
 2:00 p.m. - 3:00 p.m.

## **INTERNSHIP** Workshops

Explore a career from inside; learn how to get an internship and make the best 1st impression. Location: Career Center

Friday, September 24: 1:00 p.m. - 2:00 p.m. Wednesday, October 13: 6:00 p.m. - 7:00 p.m. Wednesday, November 17: 1:00 p.m. - 2:00 p.m.

Internships on the Road: Check our website as the road trip sites are revealed!











## **ONLINE Workshops**

Don't have time to attend a workshop?
All of our Power Points can now be viewed online!

Visit <a href="http://students.adelphi.edu/career/students/">http://students.adelphi.edu/career/students/</a>
Click on the area in which you need help,

Click on the area in which you need help, and the presentation will be available.

# **Schedule an Appointment** with a Career Counselor

Visit <a href="http://students.adelphi.edu/career/appointment.php">http://students.adelphi.edu/career/appointment.php</a>

Complete the information online and a counselor will confirm your appointment via email.

## Stay on Track...



# A STUDENT'S GUIDE TO THE FOUR-YEAR CAREER P.L.A.N.

#### Freshman Year

## Prepare

- Assess your values, interests, and skills:
   What do you want to do? What can you do?
   Where would you like to do it?
- Explore academic majors:
   Discuss taking a variety of courses with your academic adviser.
- Join clubs and organizations:
   Contact the Center for Student Involvement to participate in on-campus organizations.

### Junior Year

#### Act

- Discover your passion:
   Make an appointment with a career counselor.
- Attend Center for Career Development workshops and events.
- Participate in résumé-building activities.

#### Sophomore Year

#### 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.

#### Senior Year

### Next Steps

- Finalize résumé and cover letters:
   For résumé review, email drafts to careercounselor@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.

# **ALUMNI RELATIONS**

## **Homecoming Weekend is October 1-3!**

For events and information, visit <a href="http://alumni.adelphi.edu/">http://alumni.adelphi.edu/</a> or call (516) 877–3470







# SAVETHE DATES FOR THESE SPRING 2011 ON CAMPUS RECRUITMENT OPPORTUNITIES

Out of Area Public School Interviews for Education: March 4, 2011 Education/ Social Work / Psychology On Campus Recruitment: March 23, 2011

Annual Job and Internship Expo: April 13, 2011

Arts & Sciences/ Business On Campus Recruitment: April 26, 2011

# S.W.A.T. TEAM: Student Worker Action Team



#### **STUDENTS:**

Don't have time for a full time job? Need Per Diem work?

Sign up on PantherZone to become a
SWAT team member!
You are entered into an email list-serve.
If there is a temporary position on campus,
we will email you!
Be the first to respond, meeting the criteria
of the department's needs,
and YOU GET THE JOB!

#### **FACULTY AND ADMINISTRATORS:**

Need help with your projects?
We'll arrange for the students to do the job
and we'll pay them too!
Find out more about the
Student Worker Action Team (SWAT).
Contact Jonathan Ivanoff at the Career Center via email
at Jivanoff@adelphi.edu

## Spotlight on...



# **GREEN JOBS & INTERNSHIPS**

The 'green' industry is booming and Washington D.C. just may be its epicenter. Every day, I get to develop and administer the ENERGY STAR program on behalf of the Environmental Protection Agency (EPA). Though I started at ICF International as a consultant in December 2009, I have over two years' experience with ENERGY STAR in three different facets.

First, I interned at the EPA for over 8 months in Washington for EPA's ENERGY STAR Commercial Buildings. There I learned the basics of the program, interacted with sports stadium owners and managers, how the program enables industry of all kinds to save energy, and how a voluntary program fits seamlessly into an agency that is otherwise regulatory.

Major:

**BA** in Political Science

Graduation Year: May 2008

Employer:

**ICF** International

Title.

Research Assistant



Daniel Cronin

After my time at EPA, I joined D&R International in Silver Spring, Maryland as a Project Associate in early 2009. After a few months of training, I became a subject matter expert on the brand new ENERGY STAR water heater program for the Department of Energy (DOE). Our clients at the DOE gave me the opportunity to write articles for 'green' publications and a solid footing in the energy efficiency industry.

Last December, I took a wonderful opportunity to work as a consultant at ICF in Washington. On a daily basis, I review consumer electronics before they earn the ENERGY STAR, assist in creating new specifications for appliances, and research new products that may be added to the ENERGY STAR product portfolio. With the guidance of experts at EPA and ICF, I'm currently helping to develop ENERGY STAR criteria for advanced Climate Controls that will allow a homeowner to control their home's energy use from their mobile phone.

Major:
M.S. in Environmental
Studies

Graduation Year: January 2011

Employer: Woodlands Wildlife Refuge

Title: Intern



Marissa Magura

As an intern, I created and implemented a 'green' plan to make Woodlands Wildlife Refuge as environmentally efficient and friendly as possible. After evaluating current products they used, I compared them to different environmentally friendly products to figure out which products would be most cost-effective, useful, and environmentally friendly.

In addition, I assessed their energy bills and usage, and contacted local solar companies to determine if solar paneling would be appropriate for the Refuge. I also instituted a recycling program and other small projects that would benefit the Refuge. It was a great experience to work beside wildlife and make their temporary home friendlier for the environment.

My future plans may include working in the environmental field to make companies more environmentally friendly or working with environmental research. This internship has offered me an opportunity to be more aware of what environmental products are out there and how to implement them in companies, while making a positive mark on the environment.

The Center for Career Development helped me prepare for this internship. I attended resume workshops and received excellent help in preparing my resume and cover letter. Attending the interview workshop also showed me how to prepare and practice for the interview. Through the Career Center, I also gained experience in a program called *How Green Is My Town*, which educated me on the current environmental methods being used in the field.

# One-credit Internship Course

Get ahead of the competition through



 Résumé writing
 Workplace etiquette Mock interviews • Personal coaching Make connections • Setting goals

## **STAY IN TOUCH!**



Follow us on Twitter:

#### **HIREaPANTHER**



**BECOME A FAN** ON FACEBOOK:

**Adelphi University Center for Career Development** 





# THINKING ABOUT STUDYING ABROAD?



Studying abroad is an experience of a life time! It will enable you to gain experience and insights into another culture and see the world from a different perspective. Not to mention, you may have the opportunity to learn another language. Living and studying abroad is a unique opportunity and now is the best time in your life to go

abroad. You will undergo tremendous personal and intellectual growth impossible to achieve by staying in your home campus. Additionally, employers highly value effective cross-cultural communications skills and critical thinking in prospective employees. An international experience is sure to enhance your résumé. Spending time abroad does require a considerable commitment—academically, emotionally, and financially. But the return on the investment is well worth it!



**Center for International Education** 

Alumnae Hall, Room III 516 - 877-3487 cie@adelphi.edu http://academics.adelphi.edu/cie/index.php

### **Study Abroad Fair**

Wednesday,
September 22, 2010
11:00 a.m. - 2:30 p.m.
University Center Lobby
Raffle at 2:15 p.m.

Speak with representatives from USAC, SAS, ISA, API, Global Links, and more.

Meet exchange students from the Netherlands, study abroad faculty and student alumni.

# **BE A LEADER ON AND OFF CAMPUS:**

The Student Leadership Development Program is a multi-departmental initiative aimed at providing students the opportunity to develop and sharpen their leadership skills; making them better student leaders and helping them transition from student to working professional. Upon completion of the program, students will receive a Student Leadership Certificate. Workshops and presentations focus on topics such as effective communication, team building, networking, goal setting, business etiquette, community leadership and more.





**Center for Student Involvement** 

University Center Room 110 516-877-3603 csi@adelphi.edu

http://students.adelphi.edu/sa/csi/leadership/certificateprogram.php



# ADELPHI COMMUNITY FELLOWS AT WORK

Rebecca Benison: Epilepsy Foundation of Long Island



Michelle Consorte: Citizen's Campaign for the Environment



Natalie Andrade: Multiple Sclerosis Society



Joseph Dujmovic: Lighthouse International



Read more about their paid summer internship experiences inside (pgs. 8-9) or watch their onsite videos posted on our Facebook page