

How Career Services Can Work for You

Many students who go to college never take advantage of their school's Career Services Department. Yet, individuals and job seekers outside the academic realm will pay hundreds or even thousands of dollars for the same services that students can access for free.

The Career Services staff is here to assist you through all phases of the career development process, from assessing your interests and abilities and helping you research a specific career, to creating a winning resume, developing your interviewing skills and learning how to do a full-fledged job search. Overlooking the assistance we provide could mean the difference between launching yourself on a path to securing a dream job, or just settling for any job.

Career Services offers a variety of services and resources to help students to prepare for and find employment that will lead to a fulfilling career. These include:

- ◆ Personalized career consulting
- ◆ Computerized career-related assessments
- ◆ Help with designing and preparing resumes and cover letters
- ◆ Assistance with job search techniques and interviewing skills
- ◆ Resources for researching up-to-date labor market information
- ◆ Access to on-campus and off-campus employment opportunities and internships
- ◆ Job fairs & events highlighting local, national and international employers
- ◆ On-campus recruitment visits by companies looking to hire students

Career Services also offers an array of workshops presented in collaboration with other campus departments. Our staff works with faculty and local and regional employers to establish internships, many of which are related to specific programs of study. These internships provide students with the opportunity to gain practical on-the-job experience. Some even allow students to earn credit towards their degree.

So, don't be a stranger to the Career Services Department. Visit our office and learn about the wealth of resources we offer to help you get the most out of your college experience.

Career Services Mission Statement

The Department of Career Services assists individuals in identifying and implementing career choices. We provide career counseling, job search and internship advising, and on campus employer recruiting to students, alumni, staff and faculty.

Career Services Contact Information

UAF Career Services

110 Eielson Building
University of Alaska Fairbanks
P.O. Box 756380
Fairbanks, AK 99775
Tel: (907) 474-7596
Fax: (907) 474-7445
E-mail: careerservices@uaf.edu
Web site: www.uaf.edu/career/
Office hours: Weekdays 8:00 AM to 5:00 PM

UAS Career Services

102 Maurant Building
University of Alaska Southeast
11120 Glacier Highway
Juneau, AK 99801
Tel: (907) 796-6368
Fax: (907) 796-6005
E-Mail: careerhelp@uas.alaska.edu
Web site: www.uas.alaska.edu/careerservices/
Office hours: Weekdays 8:00 AM to 5:00 PM

Finding Employment Opportunities

Besides helping students explore career options and learn job search skills, the Career Services Department is your best resource for finding employment opportunities both on and off-campus. Our staff work with local, regional and national employers on a regular basis and keep abreast of the employment opportunities they offer.

On-campus employment: Go to the **UA Jobs** online system, www.uakjobs.com.

Off-campus employment: Career Services provides a different online system which allows students to search for and apply to current job openings. Visit your campus Career Services web site and link to this valuable employment resource.

UAF students: *UAFCareerConnect* at www.uaf.edu/career/.

UAS students: *UASJobLink* at www.uas.alaska.edu/careerservices/.

UAFCareerConnect

www.uaf.edu/career/

UASJobLink

www.uas.alaska.edu/careerservices/

Students/Alumni

- Find internships & employment
- Research employers
- Track University career events
- Apply and interview for jobs and internships
- Receive email alerts about job and internship opportunities

Employers

- Find employees
- Advertise jobs and internships
- Register for campus career events

Check it out!

For help using your personal student career management account, contact your Career Services office.

On-Campus Student Employment

Working on campus offers students a variety of benefits. You can earn money, gain skills, explore your interests and augment your academic program while demonstrating your abilities and work ethic without leaving campus. Additionally, you will work under supervisors who support student academic success. You will learn time management techniques enabling you to better balance your course work with your job.

Choosing a Student Job

How will a job fit in with your personal and academic goals?

Consider positions that could contribute to your experience or resume. How would an employer view the experiences listed on your resume or application? The money you make might not be as important as the quality of the work experience you will be receiving or the network of references you will be building.

What skills do you have? What skills do you need?

Knowing yourself is the most important step towards choosing an appropriate student job. The best approach is to apply for jobs that you are qualified for as well as ones that offer training and/or experiences you want and need. Many students acquire important technology, communication, and life skills from student positions.

Student Assistant A, B & C

The University of Alaska, Board of Regents created the salary schedule for student assistant employment. The letters “A, B, C” refer to a suggested level of duties and activities to match the wage level. Human Resources works with departments to determine what wage level matches the duties described for a student job. This prevents the over or under working of students, as well as assigning an appropriate wage to the position. For the most updated salary schedule, see the Human Resources web site.

Apply for a Student Job at www.uakjobs.com

Each position will have different application instructions, so read to the end of the job description carefully!

To apply, go to www.uakjobs.com. If you wish, you can choose to view the “Applicant Tutorial” option listed in the left-hand (blue) column. Or, select the “Advanced Job Search” option in the upper left, then under Employment Type choose “Student,” and under Job Location choose “Fairbanks” or “Juneau” and click Search. This will provide you with a listing of all student jobs on campus. Follow the on-screen instructions to complete an application.

Federal Work Study

Federal Work Study is federal financial assistance provided to eligible students to help cover college expenses and promote work skills.

1. Submit the Free Application for Federal Student Aid (FAFSA), available at the Financial Aid Office or online: www.fafsa.ed.gov. Student AND parent information is needed.
2. You and the Financial Aid Office will receive notification of any eligibility. For details, contact the Financial Aid Office.
3. Visit the Financial Aid Office at least once per semester to indicate your interest in maintaining your work study funds; the funds may be reassigned to another student if you're not using them.

Student Employment

To work on the UAF or UAS campus, students must be enrolled in a minimum of 6 undergraduate or 9 graduate credits in the current semester (for some jobs, enrollment in 12 undergraduate credits is required). For summer and holiday employment, students must be enrolled in the previous or upcoming semester.

Students must maintain a GPA no less than 2.0.

Students may work up to 20 hours per week while in school and up to 40 hours per work week during academic breaks and summer. Students can hold more than one position if the total hours does not exceed these limits.

Waivers are sometimes possible. Contact Career Services for details.

Finding a Student Job

Go to UAKJobs.com

Select **Advanced Job Search**

On the **Search Jobs** menu under **Employment Type** select **Student**.

Under the **Job Location** select your campus.

Click **SEARCH**, and available jobs on your campus will be listed.

Internships: Real World Experience

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What is an Internship?

An internship is a planned, “real world” learning experience that provides an opportunity to gain practical, on-the-job training in a field of interest to you. It serves as a bridge between the classroom and the world of work, allowing you to apply what you have learned in school to real-life work experiences. You can think of it as apprentice-type training.

Internships are usually short-term, structured and supervised. Because of the emphasis on learning rather than money, internships are often coordinated to provide academic credit. However, internships can offer a stipend or hourly wage only, or a combination of academic credit and pay.

What are the Benefits?

- ◆ Extremely valuable, practical experience
- ◆ Individualized instruction on-the-job
- ◆ Ability to apply classroom theories in the real world
- ◆ Personal contacts with people working in your career field
- ◆ Better preparation for post-graduation employment
- ◆ Excellent resume builder

Who is Involved in an Internship?

Many internship opportunities only involve a student and employer and no academic credit is given. However, students may coordinate academic credit for some internship positions by working closely with their employer and a faculty supervisor. Generally, the student is responsible for completing assigned tasks and meeting pre-established objectives. The faculty supervisor acts as a liaison and representative of the academic department in order to maintain the instructional goals of the internship experience. The employer provides instruction, guidance, and general assistance for the duration of the internship.

How do I Choose an Internship?

Identifying and selecting an internship requires significant thought and self-assessment. Here are some things to keep in mind:

- ◆ Evaluate your personal and academic interests and determine your career goals
- ◆ Identify the skills you have to offer to an employer
- ◆ Decide the type of organization in which you would like to work
- ◆ Determine your workplace values
- ◆ Evaluate the necessity of monetary compensation
- ◆ Select a geographical area in which to work

If this sounds a bit overwhelming, don't worry! Career Services staff is available to assist you.

Evaluating and Concluding an Internship

- ◆ Ask for feedback on your performance during the internship
- ◆ Record your work activities in a journal to help evaluate both the internship experience and the company after the internship ends
- ◆ Have your supervisor formally evaluate your work performance
- ◆ Thank your supervisor and co-workers for the instruction and guidance
- ◆ Add this valuable experience to your resume

Internship Success

A successful internship experience relies primarily on one person: YOU. Treat an internship like a full-time professional position. Students who succeed take the initiative and ASK QUESTIONS. You will not know how to do everything, nor will this be expected. However, being observant, learning quickly, volunteering to help, and working hard are keys to an outstanding internship. You may do such a great job that you are offered a full-time position after graduation!

Job Shadowing

Your schedule does not allow the time commitment necessary to participate in an internship? No Problem! Another great way to gain valuable insights into a particular occupation or career field is to do a Job Shadow. This program allows students to spend a few hours to a few days “shadowing” a career professional to learn about the day-to-day duties and responsibilities associated with the job. Research an occupation and begin developing your network of contacts! Many of the career professionals associated with the job shadow program are UAF or UAS alumni.

To learn more about internship and job shadowing opportunities, visit Career Services, check with your professors and advisors, or read about opportunities on the bulletin boards in your academic department.

Student Activities: Leadership Experience

Leadership is more than a plus on your resume. It's a star. Employers seek applicants with leadership experience. Self awareness and problem solving abilities are other qualities employers look for. Learn how to be an effective team member, develop your interpersonal skills and Have Fun! Check out these campus organizations and services below and on page 16.

Office of Multicultural Affairs & Diversity

Be part of the team!

(907)474-7300
fyoma@uaf.edu

- Peer mentoring
- Join a diversity leadership club
- UAF Toastmasters International
- TV production class "Diversity Matters"
- Learn about scholarships, internships...

Diversity is what makes UAF matter!




Exploring Majors? 

Talk to an academic advisor from the Academic Advising Center and develop an educational & career plan that's right for you!

Academic Advising Center
509 Gruening Bldg.
(907)-474-6396 or (888) 823-8780
advising@uaf.edu www.uaf.edu/advising/

Native & Rural Student Center
"Your home away from home!"

A place for students to meet and form friendships
Peer mentoring and tutoring available
Academic advising & support
Home to PITAAS & the student club *Wooch.een*





907.796.6043 jynrsc@uas.alaska.edu

STUDENT AMBASSADORS

- ★ Leadership opportunity
- ★ Service to UAF
- ★ Meeting with prospective students

Build your resume...
Recruitment for Fall semester every Spring



For more information contact:
Joe Alloway Admissions Counselor Student Ambassadors
Phone: 907-474-5129 or Toll Free: 800-478-1823
<http://www.uaf.edu/ambassadors/>

Gain Experience AND Make a Difference Through
Joel's Place AmeriCorps Summer of Service (IPSOS):


- Address unmet community needs
- Serve up to 450 hours at one of 20 Fairbanks nonprofit agencies during the summer
- Work on projects such as: trail restoration, energy auditing, literacy, mentoring, or coordinating youth activities
- Receive up to \$600/month from June to August
- Earn an education award up to \$1250 to pay for college costs or repay student loans

Participants must be between the ages of 16 to 25
For more information: <http://jpsos.wordpress.com>
See page 43 for additional alternative work experiences

Women's Center

- Volunteer & internship opportunities
- Scholarship information
- Equal Pay Day actions
- Women's History Month
- Special events such as concerts & speakers
- Info about community resources for women

112 Eielson Building
University of Alaska Fairbanks
Visit our blog at uafwomen.blogspot.com



Student Activities & Leadership Opportunities



Student Government (USUAS-JC)

Run for office, start a club, attend the Legislative Affairs conference, hone your leadership skills as a Senator! Fall and Spring Election opportunities.

Student Activities Board (SAB)

Plan, develop and carry out the major activities programming on campus. Concerts, performers, dances and speakers. Take the lead and get paid to decide!

Student Leadership in Residence Program (SLIRP)

Housing students have the opportunity to develop leadership skills. Service, training, and special programming opportunities.

Contact: Activities & Housing, Mourant 128
907-796-6528 housing.activities@uas.alaska.edu

Essential Steps to Job Search Success

A successful job search takes commitment, time and research. Most of all it takes self knowledge so that you can pursue a job that will best match your interests, skills, abilities, personality and values. The resources and information on the following pages can help you prepare for and obtain your desired job.

Research is Essential

1. Research the company.

- ◆ Review company literature.
- ◆ Read the company web site and mission statement.
- ◆ Find out how the company is structured, who their major competitors are, and the financial picture of the organization.

2. Research the position.

- ◆ The more you know, the better able you will be to market yourself to a specific position.
- ◆ Review detailed information about the specific occupation you are pursuing by logging onto the Alaska Career Information System (AKCIS) or another online career information web site.
- ◆ If possible, set up an informational interview (see page 10) and talk with someone doing similar work to ask what they like and dislike about their position and the company. Ask informed, high-quality questions. Do these interviews for research only. Do not use them as a way to apply for a job.

3. Research the “fit.”

- ◆ Your goal is to get a job that you will enjoy and do effectively. Ask yourself honestly whether this is really what you want to do and where you want to be. Keep in mind that most people change jobs every 2-3 years.
- ◆ Inquire about organizational culture and values. Being involved in an organization that matches your style will provide for a better “fit.”
- ◆ Find out about growth potential and training opportunities as they are often a key component of an appropriate job.

Once you have done your research and know what job you wish to pursue, it's time to utilize the information you've gathered by creating an effective resume and cover letter, and preparing yourself for a potential job interview.

Degrees In Demand...Top 10

According to the National Association of Colleges and Employers (NACE) listed below are the top ten degrees in demand.

- | | |
|---------------------------------------|-------------------------------------|
| 1. Accounting | 6. Economics/Finance |
| 2. Mechanical Engineering | 7. Information Sciences and Systems |
| 3. Electrical Engineering | 8. Computer Engineering |
| 4. Computer Science | 9. Management Information Systems |
| 5. Business Administration/management | 10. Marketing/Marketing Management |

For more information on internships and jobs visit your Career Services office and UAFCareerConnect or UASJobLink.

Search Resources

UAF/UAS Career Services
Department

UAF: www.uaf.edu/career/

UAS: www.uas.alaska.edu/careerservices/

Organization Networks

Alaska Job Centers

Chambers of Commerce
(state and local)

Professional Associations

Community Service Clubs

Staffing Agencies

Libraries

Student Clubs & Organizations

People Networks

Alumni Mentor Network

Community Involvement

Friends/Acquaintances

Supervisors/Previous
Employers

Faculty & Staff

Internet and Publications

Alaska Business Directory

Alaska Journal of Commerce
- Book of Lists

Alaska Career Information
System (AKCIS)

Alaska Job Center Network
(www.jobs.state.ak.us)

O*NET (Occupational
Information Network online)

Employer/Corporate web sites

Local, state and federal
government agencies

National Association of
Colleges and Employers

Newspapers/Want ads

On-line Job Banks

Salary surveys

Trade journals

Graduation Reports

Here is a list of some factors for consideration when evaluating an offer:

- Nature of the work
- Organizational structure
- Stability of organization
- Level of autonomy
- Travel
- Salary
- Mentoring
- Lifestyle of employees
- Quality of higher management
- Support for continuing education/training
- Level of responsibility
- Location
- Work hours
- Benefits
- Variety of work
- Stability of industry
- Advancement opportunities
- Training and development opportunities
- Transferability of skills/experience from job
- Prestige of job or organization

Evaluating an Offer of Employment

In the excitement of being offered a job it's easy to forget there are still important decisions to be made before you officially accept the offer. You need to remember: You didn't work hard in school just to take any job that comes along. You want to make sure the job is right for you, that you'll be happy in the position or with the company you'll be working for. Chances are, if you did your homework before applying for the job and asked the right questions during your interview, you'll know if it is right.

Still, it's important to carefully evaluate and give serious thought to a job offer. There are three critical issues to consider:

1. How closely does the job offer match your career goals?
2. Do you need additional information about the job, the offer, the company, or any other factors in order to make a decision?
3. Are there issues you may want to negotiate to bring the offer closer to your employment goal?

The better you understand your own specific interests, abilities and values, and the more research you've done into the types of work and organizations that match those attributes, the easier it will be to address these particular issues. It is not unusual to discover, as you're weighing different factors about an offer, that you have additional questions or need more information about a job or the particulars of an offer. In such cases you may need to call one of your interviewers to ask additional questions, or contact someone you know who works for the company to find out more about the work environment. You can also visit with a Career Services staff person to help you in your decision making process.

Why Consider Graduate School?

The strongest reason for attending graduate school is for professional advancement or development. Graduate school is generally for people who wish to specialize in a particular field or who wish to teach or do research. Those considering graduate school should focus specifically on what they hope to accomplish by obtaining an advanced degree.

Expectations of Graduate School

- **Time Commitment:** Most full-time graduate students can complete a master's degree in one to three years and a doctorate in four to eight years.
- **Energy Commitment:** Graduate study is radically different from undergraduate study. It's more focused, intense, expensive and individualized than undergraduate studies. The reading and research demands are also much greater. Graduate work involves more than class assignments. As a graduate student, you'll be in the process of becoming "an expert" through reading and research, initiative, and independence. Being a graduate student requires you to be good at balancing, negotiating, and prioritizing.

Which Graduate School is Best for You?

There are many important issues to consider:

- **Educational Opportunities:** Research the type of educational opportunities offered to students, e.g., lectures, seminars, research, and practicum. Research special academic programs, such as accelerated, cooperative education, internships, independent study, and study abroad opportunities.
- **Finances:** Of course you want the best school for your interests, but you need to take into account how much it costs. Many graduate programs offer teaching, research, and fellowship assistantships. These may provide financial assistance, cover tuition

costs, and offer hands-on experience in your field. In addition, grants, loans, and scholarships are well worth investigating as you apply to programs.

- **Geographic location:** Identify where you would be comfortable living, working, and going to school (for yourself and perhaps your family).
- **Faculty:** You should find out the reputation of the faculty in the schools of interest to you. Talk to students and others in your field. How accessible are faculty members to students? Is the faculty researching in areas that interest you?
- **Attrition:** Research the number of graduate school degrees awarded yearly, as well as the average length of time to complete the program. The percentage of students who fail to complete the program will tell you something about the program.
- **On-Line Schools:** Do your research! Are they accredited and nationally recognized? Do their degrees get you the jobs you seek?

Having the jitters about entering the work world? Consider this...

Many college graduates find they are finished with school, yet not ready to start a career. You may find yourself questioning whether or not to join the job market. Many organizations offer benefits, travel opportunities, and build skills for the future. Why not consider an alternative to conventional employment?

A few programs to consider...

AMERICORPS (AMERICORPS.ORG)

Participants are placed with local or national nonprofit organizations such as Habitat for Humanity, Big Brothers Big Sisters, or Boys and Girls club to address unmet community needs.

Benefits:

- Modest living allowance
- Health and childcare assistance benefits (for AmeriCorps VISTA Program)
- Awarded \$4,725 Segal AmeriCorps Education Award, which can be applied toward higher education, OR an end of service \$1,200 stipend
- Repayment of federal loans or loan forgiveness

For additional information about SUMMER AmeriCorps opportunities in the Fairbanks area, see page 12.

PEACE CORPS (PEACECORPS.GOV)

Programs offered in 76 countries provide participants with the opportunity to work in the areas of education, business development, environment, agriculture, health, HIV/AIDS awareness, information technology, or food security.

Requirements for Admission

The following requirements are standard for most Universities:

- Application form
- Admission test scores (GRE, GMAT, MCAT, etc.)
- Official transcripts
- Undergraduate degree and/or course requirements
- Letters of Recommendation
- Statement of Intent or Purpose

Career Services Offers Assistance

- Links to graduate school resources
- Career consultants to assist with the application process, perform interviews, and critique your personal statements
- “Peterson’s Guide to Graduate Study”

Benefits:

- Unique training- including foreign language training
- Housing and medical benefits
- \$6,000 upon completion of service
- Noncompetitive eligibility for employment in the federal government
- Up to 70% cancellation of Perkins loans
- Master’s International Program offers academic credit for a master’s program

UNITED NATIONS VOLUNTEER (UNV.ORG)

United Nations volunteers have worked on development efforts in over 160 countries. UNVs make plans for local and national elections, and support peacekeeping and humanitarian projects.

Benefits:

- Settling-in-grant
- Travel
- Life and health insurance
- Monthly living allowance
- Resettlement stipend

CHECK OUT THESE WEBSITES FOR OTHER OPPORTUNITIES:

- VolunteerMatch.org
- Idealist.org
- VolunteerInternational.org

Final Words...

A Note About Liberal Arts Degrees...

The Value of a Liberal-Arts Education

"I strongly believe in the value of a liberal arts college education. The liberal arts include political science, English, history, philosophy, and related fields. Liberal arts classes tend to focus on ideas and how to handle them, and the courses are organized around reading books, having discussions, and composing papers. The liberal arts curriculum aims to help students achieve two things: 1) to teach them how to think critically, or how to build intellectual muscles that allow them to analyze and organize ideas, and 2) to broaden their understanding of the world by having them grapple with underlying principles and issues that are behind the challenges facing society and themselves. There is a myth that liberal arts degrees do not lead to any jobs, but this is quite untrue. Liberal arts degrees are great preparation for careers in business, teaching, journalism, law, the arts, and many other careers. I would say that liberal arts training is an important preparation for anyone who wants to be a leader in society ... Looking to the future, I believe that liberal arts training will be even more valuable as American jobs will be increasingly information age jobs where people will be required to effectively manage ideas and information. Liberal arts grads will have the ability to adapt and re-train themselves to take advantage of opportunities that arise in our increasingly dynamic global economy."—Timothy Landhuis, a political-science grad interviewed on the Web site of his alma mater, Cal State Easy Bay

Get a Job and Start a Career...

With Your Liberal Arts Degree

1. Sharpen Your Focus

- "I'll do anything" does not work
- Identify an occupational and/or career interest
- Communicate focus in your resume
- For help, visit your Career Services office.

2. Know your Liberal Arts Skills

- Writing
- Speaking
- Foreign languages and cross-cultural knowledge
- Research and information retrieval
- Analytical thinking
- Creative thinking
- Effective with ambiguity
- Learning and synthesizing new ideas

3. Give Your Skills a Little Boost

- Computer skills...A must have
- Study job postings for the work you want to do. See what skills are required. Decide how you will boost those skills.
- Take a class or workshop.
- Pursue self help or independent study

Sources: *Quintessential Careers: Ten Ways to Market Your Liberal Arts Degree* by Katharine Hansen, www.quintcareers.com/marketing_liberal-arts_degrees.html; and *Liberal Arts Skills That Are Most Useful in Careers*, by Donald Asher, www.quintcareers.com/Liberal_Arts_Skills.html

Skills and Strengths College Students May Not Realize They Possess... That Employers Love!

College Grad's Skills

Analytical
Problem Solving
Inventing New Ideas
Public Speaking and Presentation
Read for Information
Handling Detailed Work
Find Information
Communicate Information
Work Under Pressure
Write For Understanding
Propose Alternatives
Work Collaboratively
Computer Proficiency and Technical Savvy

Strengths Employers Love

Initiative
Willing and Able to Learn
Assertive and Forthright
Tactful and Diplomatic
Flexible
Writing
Identify Problems
Develop Solutions
Discuss Ideas and Options Objectively
Meet Deadlines
Read for Content
Technical Skills

***Highlight your skills and strengths in the resume.
Elaborate on them in your cover letter.***

Source: *Skills and Strengths College Students May Not Realize They Possess and that Employers Love!* www.quintcareers.com/College_Student_Skills_Strengths.html