



CAREER CONNECTIONS

Piecing your future together

AVILA UNIVERSITY

Volume XIX

Spring 2009

January 20, 2009

Calendar of Events for Spring 2009

February

- 2 **“Creating Effective Résumés and Cover Letters”**
12:30 - 1:45 p.m., Dallavis 800
Presenter: Gina Frigault
- 4 **Résumé Assistance Drop-Ins**
2:00 - 4:00 p.m., Career Services
- 4 - 18 **Practice Interview Sign-Up**
Career Services – Hodes 118
- 9 **‘Fine Tuning Your Interview Skills’**
12:30 - 1:45 p.m., Dallavis 800
Presenter: Emilie Rottinghaus,
Enterprise Rent-a-Car, Kansas City
Recruiting Manager of Human
Resources.
- 11 **“Learn the Secrets for a Successful Career”**
8:00 - 9:00 p.m., Thompson Hall Lounge
Presenter: Jane Walton, Associate VP
and Director of Human Resources at
HNTB.
- 12 **Résumé Assistance Drop-Ins**
9-11 a.m. & 2-4 p.m., Career Services
- 25 **Practice Interviews** (details on page 2)
2:00 - 6:30 p.m., Career Services

March

- 5 **Practice Interviews** (details page 2)
1:00 - 6:15 p.m., Career Services
- 10 **Résumé Assistance Drop-Ins**
9-11 a.m. & 2-4 p.m., Career Services
- 31 **Professional Etiquette Dinner**
6:00 - 8:00 p.m., Whitfield Center

April

- 1 **Heart of America Employer Fair**
10:00 a.m. - 3:00 p.m., UMKC Campus
Co-sponsored by Avila (see page 4)
- 22 **Résumé Assistance Drop-Ins**
9-11 a.m. & 2-4 p.m., Career Services

Please visit our website for any changes.

Career Services Welcomes New Member to Its Team

Special thanks to **Susan Wulff** who served as our graduate Assistant since Fall 2005. Without her skills, expertise, and efforts, our Career Services department could not have taken as many steps forward over the past 3 years.

As Susan focuses on her counseling internship and prepares to receive her M.S. in Counseling Psychology from Avila, we welcome our new Graduate Assistant, **Chuck Irons**, to the Career Services team. Chuck is a grad student in Counseling and Art Therapy and comes to us after several years of teaching high school Art around the Kansas City area. He and his wife Joyele live with their year old daughter, Josie, seventeen-year-old cat Ishi, and Boston Terrier Oscar, AKA Chimps. Welcome, Chuck!

Meet Our Career Services Assistants

When you stop by or call Career Services, you may be greeted by one of our Career Services Assistants. To help you get to know them better, here's a little information about each of them.

Ryan Loehr is a freshman pre-pharmacy major. He's a linebacker on Avila's football team and enjoys playing the piano.

Nick Ward-Bopp is a senior marketing major with a public relations & advertising minor. He has been a four-year member of Avila's Technology Committee. Nick loves to travel!

Kristin Witthaus is a freshman psychology major with an interest in nursing. Her favorite color is green and she enjoys science classes.

Many thanks to **Michele Watley**, an active communication senior who worked with us for the past one and one-half years. We wish Michele well as she focuses on entrance into law school.

It's never too soon
to prepare for
your future!



“Learn the Secrets for a Successful Career”

Plan to attend this “up front” tell it like it is presentation. Ms. Jane Walton, Associate Vice President and Human Resources Director of HNTB, a locally based national architecture firm will share her expertise and secret to success with Avila students and graduates.

Ms. Walton works with all levels of staff, from entry-level employees to the CEO. Over the years she's seen why some people excel in their careers and why others don't realize the success they deserve.

Get some excellent advice from which all students can benefit!

Come for invaluable information, food, and door prizes.



Be among the first to show up and remain for the program and also receive a FREE book of practical information you need to know when transitioning from college to career.

**WEDNESDAY, FEBRUARY 11
8 P.M.
THOMPSON HALL LOUNGE**

Co-sponsored by Career Services, Residence Life, and Student Life.



“Great things are not done by impulse,
but by a series of small things brought
together.”

Vincent van Gogh

Practice Interviews for All Students

Wednesday, February 25 - 2:00 to 6:30 p.m. &
Thursday, March 5 - 1:00 to 6:15 p.m.

Practice Interviews are 45-minute individual sessions with **experienced interviewers** that allow students and recent graduates to prepare and strategize for future interviews in the real world. Traditional and behavioral interviewing questions are asked and participants are asked to respond as if in a real interview. After the interview, participants receive concrete constructive feedback regarding their interviewing style and how they responded to the questions.

Sign Up Procedures & Deadlines

1. Sign up for a practice interview slot in Career Services **between February 4 and February 18**
2. Pick up an information packet in Career Services to help prepare for your interview.
3. Find a job description for a position in which you are interested
4. Prepare your résumé to fit the position you have chosen
5. Develop a cover letter to fit the position you have chosen
6. Turn in the job description, two copies of your résumé, and your cover letter to Career Services by 5 p.m. on February 18



Questions? Call 816-501-2901. Hodes 118

Résumé Assistance Drop-In Times

Do you need a résumé for a Job Fair, Practice Interviews, or other job search reasons? Career Services has set dates for drop-in times to assist students in developing or fine-tuning résumés.

Pick up an information packet and instructions for getting started in advance. Then e-mail a draft of your résumé in Word to careers@avila.edu mentioning that you'll be a “drop-in.”

Drop-in times are scheduled for:

Wed., Feb. 4	2 to 4 p.m.
Thurs., Feb. 12	9 to 11 a.m. & 2 to 4 p.m.
Tues., March 10	9 to 11 a.m. & 2 to 4 p.m.
Wed., April 22	9 to 11 a.m. & 2 to 4 p.m.



Can't make one of these times? Call Career Services at 501-2901 to schedule an appointment or pick up a sample packet from Career Services and schedule an appointment in person. Then e-mail your résumé draft in Word format a few business days before your appointment.



Professional Etiquette Dinner

DATE: Tuesday, March 31, 2009

TIME: 6:00 p.m. – 8:00 p.m.

LOCATION: Whitfield Center

Looking at the picture above, can you pick out the salad fork? Do you know the proper way to butter your bread? Knowing the answers to these and other etiquette questions are essential to career success.

Avila's Professional Etiquette Dinner is designed to provide students with important etiquette training in a fun and interactive setting. The evening will consist of a networking social hour, a professional etiquette presentation by Brian Moore, Executive Director of Development, and dinner.

In attendance at last year's dinner was Dennis Powell, Bachelor of Science in Business Administration, May 2008, who said, "The Spring 2008 Etiquette Dinner was a wonderful event. I received a lot of valuable tips that will help further prepare me for life in the business world."

There is a non-refundable reservation fee of \$5 per student.

All those who register are expected to attend.

Reservations and fee payment are required and can be made in Career Services – Hodes 118. The deadline is Friday, March 13 at noon. **We will only accept cash** as payment. You may cash a check in the Business Office in Blasco Hall.

The dress code for this event is business casual.

Questions?

Please call the Career Services staff at 816-501-2901.



Career Counseling



Helping you find a major and a career that fits you through:

- Personality Assessment
- Identifying Your Skills
- Rating Your Values
- Inventorying Your Lifestyle
- Career Planning

Available to all Avila students & graduates.

To make an appointment, call 816-501-2901 or stop by Hodes 118.



Take Avila's online career assessment to help you decide on a major or a career. Just log on to www.avila.edu/careers and click on "Do What You Are." Use the "live" links in your on-line report to gain valuable information about various careers that might be a fit for you. To learn how to make the best use of the report, make an appointment with Career Services by calling 501-2901.

COLLEGE CENTRAL NETWORK Avila's Online Job Search System

Check out CCN's upgrades on your homepage!
To register: www.avila.edu/careers, click on CCN

Not only is your homepage design new, you have access to more services: links to our event announcements, Job Agent updates every morning to alert you of positions posted that match your Degree, Major, Job Type, and Preferred Location. BUT! You have to select this information in your registration for this to work.

Check it out!

Majors to Careers - What Can You Do With an English Major?

English is a subject and a course of study. As a course of study, it does not convert directly to an occupation, as most other majors do, such as accounting for accountants and art for artists. English is a language and like other languages, is a foundational ability. English also involves the study of literature.

When considering if an English major is for you, look at some career options available. Entry level positions for students holding a Bachelor's degree in English include:

Editorial Assistant	Print Journalist
Screen Writer	Personnel Analyst
Copywriter	Advertising Copywriter
Freelance Writer	Executive Assistant
Publications Editor	Technical Copywriter
Teacher	News Writer
Communications Consultant	
Marketing & Public Relations	
Federal Government Information Officer	

Positions requiring a Master's or Doctorate include:

Professor	Lawyer
Psychologist	Librarian

To learn more about this or other "Majors to Careers" opportunities, stop by Career Services in Hodes 118 or call 816-501-2901 to make an appointment to meet with someone to discuss your options.

And remember that when meeting with a career counselor to discuss career choice issues, the online "Do What You Are" assessment is also helpful to take to learn more about yourself and uncover more possibilities.



Virtual Internship and Summer And Part-Time Job Fair



February 18 – March 6, 2009

UMKC Career Services is hosting the first annual Virtual Internship and Summer/Part-time Job Fair. This event promises to be an effective way for employers to interact with students who are interested in internships or other summer/part-time job opportunities without leaving their offices! In the past, more than 500 students have participated in their virtual career fairs and we are confident that the Virtual Internship and Summer/Part-time Job Fair will be just as successful. Both undergraduate and graduate students from all majors can participate in the virtual fair, free of charge.

For more information, go to http://www.career.umkc.edu/?p=events_fairs_vsif or call Beth Medley, 816-235-1225 or 816-235-1636, at the University of Missouri-Kansas City Career Services.

Heart of America Employer Fair April 1, 2009 - 10 a.m. to 3 p.m. University of Missouri - KC Swinney Recreation Center



Co-sponsored by Avila and other local colleges and universities, this fair is **free** to Avila students and graduates. Don't miss this opportunity to gather information, practice your networking and presentation skills, and make contacts with potential employers. To make this event a success for yourself, remember to:

- Dress professionally (suits are preferred)
- Bring numerous copies of your résumé(s)
- Meet and visit informally with local employers
- Gather company information
- Learn about potential employment and internship opportunities

To view a list of participating employers, go to http://www.career.umkc.edu/?p=events_fairs_hoa For more information on preparing for a job fair and/or to get directions to the UMKC campus, stop by Career Services in Hodes 118.



Hodes 118

816-501-2901

careers@avila.edu
www.avila.edu/careers

Director: Gina Frigault
Office Manager: Mary Corless
Graduate Assistant: Chuck Irons