



# CAREER CONNECTIONS

Piecing your future together

AVILA UNIVERSITY

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## **Welcome to Avila!**

We're here for you. Learn about our services. Visit Career Services in Hodes and through our web pages at <http://www.avila.edu/careers>. Take advantage of all opportunities available to Avila students. Our on-line career assessment, on-line job postings, individualized assistance with résumés and cover letters, help identifying practical experience in your field of interest, and more! You can make a difference in your future starting right now! Read on to find out what Career Services has to offer you.

## **Where in the World is the Career Services Office?**

Gina, Mary and Susan spent the summer sharing an office in Marian Center during the Hodes Center renovations. Now we are back in Hodes in connecting offices on the east side of the building.

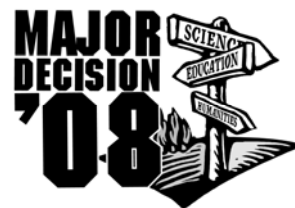
You can reach us through the tunnel from the bookstore and Eagle's Nest to Hodes – or you can enter through the main entrance to Hodes that faces Dallavis Center.

**Please enter the Career Services Office through Hodes 118.** Our main phone number is still 816-501-2901. And you can find our newsletter, brochure, calendar of events, a career assessment, our on-line job site, and lots of information about our services on multiple web pages beginning with our home page: [www.avila.edu/careers](http://www.avila.edu/careers)

## **Come to the Majors & Careers Fair!**

Career Services is sponsoring its first **Majors & Careers Fair** in collaboration with Academic Affairs and First Year Seminar.

This event will be held:  
**Monday, October 27, 2008**  
**1:30 to 4 p.m.**  
**Whitfield Center**



Each undergraduate academic major within Avila will be represented.

While First Year students will be participating as part of their First Year Seminar, **all Avila students are welcome to attend.**

### **Who will benefit most?**

- A First Year Student
- A student considering declaring or changing their major

This is a great time to visit with faculty one-on-one and to explore your major options at Avila University before registering for Spring semester classes.

Career Services will have a welcome table set up at the entrance to the event. We will have a list of undergraduate majors and a map that will guide you to their tables. We will also have a number of other resources available for you and an opportunity to enter a door prize drawing as well.

***“Careers, like rockets, don’t always take off on schedule. The key is to keep working on the engines.”***

***~ Gary Sinise***



## **First Annual Etiquette Dinner Provides Valuable Tips for Life**



On April 17, 2008, Avila's Career Services and Financial Aid departments hosted 31 students, alumni, faculty, staff, Board of Counselors, and Board of Trustees for its first annual Etiquette Dinner in Whitfield Center. This event included a four course meal and an entertaining etiquette presentation by Brian Moore, Executive Director of Development. Attendees also received a copy of *The Little Book of Etiquette* to use as a quick reference in the future.

In attendance at the 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."

This event is recommended for all students, not just business majors. Our second annual Etiquette Dinner will be held during the Spring 2009 semester. Be watching for more details at [www.avila.edu/careers](http://www.avila.edu/careers) and how to reserve your space. Seating will be limited and a reservation will be required.

## **Deciding on your Major or Career?**

To help you make more informed major and career choices, our Career Services office offers a personality-based career assessment called:



The assessment is free for Avila students, can be taken on any Internet-ready PC, and only takes only 30 minutes to complete. Simply log on to [www.avila.edu/careers](http://www.avila.edu/careers) and click on "Do What You Are." Have your Avila e-mail address and ID number available since you will need those in order to register.

After taking the assessment and reviewing the report, we encourage you to call Career Services at 501-2901 to learn how to make the most of your on-line report.

Also don't forget to attend the **Majors Fair** scheduled for Monday, October 27 from 1:30 to 4:00 in Whitfield Center Conference Room. Take time to visit face-to-face with faculty representing a wide range of majors offered at Avila.

## **On-Line Job Search System Expands**

Our partnership with College Central Network (CCN) is in its fourth year. Our goal is to provide a convenient and simple way for Avila students and alumni to access positions posted specifically for Avila students and graduates, as well as, over one hundred thousand positions from all over the country.

This service is **free of charge** to students, alumni, and employers! Employers call us daily to learn how they might post part-time and full-time vacancies.

To register, all you have to do is go to: [www.avila.edu/careers](http://www.avila.edu/careers) and click on CCN or the logo below.



Registration approval is automatic, but your résumé must be approved once you upload it. Most are approved within one to two business days. If yours is not, you will receive an e-mail to suggest some changes that will enhance your document and may need to be made prior to résumé approval.

Once your résumé is approved, you will receive an automated e-mail to that effect. You will then be able to electronically send your résumé to employers and you will have the option of allowing employers to search and view your résumé.

In addition to full-time and part-time positions and internships, our system includes part-time in-home positions from the neighboring community. These opportunities may include childcare, eldercare, tutoring, lawn care, snow removal, etc.

We are pleased to offer this system and highly encourage you to use it whether you are a first year student or a senior!

## **Make the most of your college years!**

Check out opportunities to join organizations and play a meaningful role in campus life.

Make new friends, build your skills, and gain experience.

**Get involved!**

## **Résumé Assistance at Your Service**

Do you need a résumé for the Employer Fair, for Practice Interviews, or for other job search use? Career Services has set a series of drop-in times to assist students in developing or fine-tuning résumés that promote them effectively.

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](mailto:careers@avila.edu), mentioning that you'll be a "drop-in."

### **Drop-in times are scheduled for:**

Wed. Sept. 10	8 to 11 a.m.
Wed. Sept. 10	2 to 5 p.m.
Thurs. Sept. 18	8 to 11 a.m.
Thurs. Sept. 18	1:30 to 4:30 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 days before your appointment.



## **Financial Aid and Career Services Partner to Promote College Work Study Program**



Do you qualify for an on-campus College Work Study (CWS) position? If yes, you can now find everything you need to locate a position and complete the necessary paperwork by going to [www.avila.edu/careers/CollegeWorkStudyProgram.asp](http://www.avila.edu/careers/CollegeWorkStudyProgram.asp). This page has links for downloading the required employment forms, time sheets, and other CWS documents. You can search for CWS job opportunities by clicking on the CollegeCentral.com graphic and registering. Once logged in, search for positions listed under the college work-study category.

If you are interested in a position listed on the website, contact the supervisor listed. If your schedule and skills match the needs of the office, the supervisor will work with the Financial Aid Office to process the proper paperwork. Be sure to follow up on your own as well.

Attend the Greater Kansas City Employer Fa



The 2008 **Greater Kansas City Employer Fair** celebrates its 23rd anniversary serving students and employers alike. **Co-sponsored by Avila** and other local colleges and universities, the Fall fair is:

**September 24, 2008 - 10 a.m. to 3 p.m.**  
**University of Missouri – KC**  
**Swinney Recreation Center**

**It's free** to Avila students and graduates!

- Meet local employers.
- Gather company information.
- Learn about potential employment and internship opportunities.
- **Bring a handful of updated professional-looking résumés** in a "padfolio."
- Dress professionally, smile, and **make a positive impression.**

Avila's Career Services Office (Hodes 118) has information sheets & directions to UMKC. **Also, you can go to** [www.career.umkc.edu](http://www.career.umkc.edu) in September to see the list of participating employers. **Check the site often for updates.**

Have questions or can't visualize this event? Call Avila's Career Services Office at 816-501-2901.



## **Internship Experience Attracts Prospective Employers ~ Act Now to Be Competitive!**



Internships and other types of hands-on experience can be a big help to you in learning more about various careers, work environments, and expectations. Internships that are relevant to your major field of interest have potential to make a huge difference in jump-starting your career.

If you are seeking an internship for Spring or Summer 2009, now is the time to start looking. Many companies fill their internships months ahead of time. Two examples are Hallmark Cards, Inc. and Enterprise Rent-a-Car who either have October deadlines or prefer that students apply on line some time in the fall semester. To be competitive, get your résumé in order and start your search soon!

Register for free with Avila's College Central Network (CCN) system and check regularly for internships posted online for Avila students. Visit <http://www.avila.edu/careers/internships.asp> monthly to see a current list of active internship postings as well as a list of organizations that have sought interns through Avila in the past. Take advantage of all of the resources available to you!

## Preparing for Practice Interviews

Need tips on how to interview effectively?

Be sure to:

- Pick up an information packet as you sign up for a practice interview.
- Have a well-written and well-formatted résumé that represents you effectively.
- Visit our web site and the many linked pages starting with [www.avila.edu/careers](http://www.avila.edu/careers).

**Stop by the Career Services Office in Hodes 118 between 3 and 6 p.m. on Wednesday, October 8**

- to get your questions answered and
- to visit with staff about tips that will help you make a positive first impression



**"In all things, success depends upon previous preparation, and without it there is sure to be failure."** ~ Confucius

## Practice Interviews for All Majors

**Date:** Wednesday, October 22

**Time:** 12:00 to 7:00 p.m.

**Location:** Career Services in Hodes Center

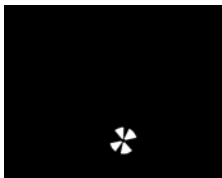
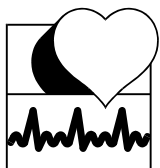
Practice Interviews are 45-minute individual sessions with **experienced interviewers** that allow students and recent graduates to prepare and strategize for future interviews in the real world. Traditional and behavioral interviewing questions are asked and participants are asked to respond as if in a real interview. After the interview, participants receive 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 October 1 and October 15
2. Find a job description or job posting for a position for which you are interested
3. Prepare your résumé to fit the job for which you are interested
4. Prepare a cover letter to fit the job for which you are interested
5. Turn in the job description or job posting, two copies of your résumé, and your cover letter to Career Services by October 15

### Questions?

Call Gina, Mary, or Susan at 816-501-2901.



## Healthcare Practice Interviews

**Date:** Thursday, November 13

**Time:** 2:00 p.m. to 7:00 p.m.

**Location:** Career Services in Hodes Center

Healthcare Practice Interviews are 45-minute individual sessions with **experienced healthcare 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 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 October 23 and November 6
2. Find a job description or job posting for a position for which you are interested
3. Prepare your résumé to fit the job for which you are interested
4. Prepare a cover letter to fit the job for which you are interested
5. Turn in the job description or job posting, two copies of your résumé, and your cover letter to Career Services by November 6

### Questions?

Call Gina, Mary, or Susan at 816-501-2901.



**Hodes 118**

**816-501-2901**

[careers@avila.edu](mailto:careers@avila.edu)

[www.avila.edu/careers](http://www.avila.edu/careers)



**To view news & a calendar of Career Services events/programs, log on to:**  
[www.avila.edu/careers/events.asp](http://www.avila.edu/careers/events.asp)