

Career Services has much to offer graduating students

By JODI PREISLER

Copy Editor

Finding a job can be a frustrating experience for just about anyone. Now factor in spending roughly the last four years as a student in which case a "job" just means whatever will earn enough money to buy food and beer.

With graduation looming on the horizon, many students may be left wondering what to do and how to get started on the road to a career. Penn State Harrisburg's Career Services is a good place to start. Career Services offers a wealth of information, yet it remains a relatively untapped student resource.

"There is no reason why students legitimately should not know about us," said Karl Martz, Career Services coordinator.

Martz said that he sends out more e-mails than any other office on campus. The e-mails keep students informed about upcoming events like job fairs and resume writing workshops.

Martz is responsible for helping students with career planning, job search techniques, interviewing skills and other strategies that help students with career development. He also works with employers to develop ways in which employment opportunities will be more accessible to students.

Martz's support staff consists of assistant Mimi Wasilewski and Charlotte Spector, who also shares her time as the Student Affairs specialist.

Career Services houses the Career Library which provides students with information about career development, job search information, and information about employers and job opportunities. There are tables available for students to view the employment resources on the spot and some publications can be checked out for extended use. Students are also encouraged to pick up a free copy of "Job Choices," a yearly publication that provides tips on resume writing, interviewing skills, and employment opportunities.

Sinead DeRoiste, communications, said she is the queen of Career Services because she is always in there talking to the counselors and using the Career Library.

"The counselors are available to talk one-on-one. They are cordial and anxious to help you," DeRoiste said.

DeRoiste also said that she finds it very helpful to get feedback from the staff on ways to use words and how to accentuate individual skills.

"They help make me more marketable," she said.

Recently, Career Services hosted several workshops to help students with resume writing, interviewing skills and tips and techniques for job fairs. "We try to have workshops each semester," Wasilewski said.

Wasilewski also said that every fall Career Service organizes a job and internship fair held on campus. PSH is also one of 16 colleges that participate in both the Cumberland Valley Consortium and Central Pennsylvania Employment Consortium job and internship fairs held every February.

The staff of Career Services is available to help students prepare cover letters and resumes. They also provide a 48-hour resume critique in which students can get feedback from the counselors on the content and presentation of completed resumes.

Career Services participates in on-campus recruiting in which they set up interviews for students to meet with potential employers on campus. They also use POLYCOM, a relatively new system for interviewing that incorporates a camera that is linked to a 32 inch TV and allows for interviews to be conducted without having to go to the company's office. This is especially useful for students interested in jobs at companies in other states.

Erich Haag, communications, said that he found Career Services very helpful in fine-tuning his interviewing skills. "They said to watch 'like' and 'um' [that students] keep saying over and over," he said.

Haag recommended that Career Services should also focus on preparing students for board interviews, in which a panel of supervisors interview candidates, since many employers seem to be taking this approach to interviewing.

Martz recommends that students broaden their focus on where and how to look for jobs. He encourages students to take advantage of all the technology based resources that Career Services offers. For instance, students can access the College Central Network (CCN) to view a database of employment opportunities and post their resume. CCN was implemented five years ago and now boasts nearly 1500 employers who actively post job opportunities on the website.

"It is important to have your resume on there because employers can easily view it," Martz said.

Martz said that students often wait too long to take advantage of the resources Penn State provides.

"Employers operate on the same cycle schools do," Martz said. He said that students will have an easier time finding a job while they are in school and have access to resources that will help them develop a network of contacts.

"The downside is that most students wait too late," Martz said.

Wasilewski recommends that students take a proactive approach to their job search and take advantage of the servic-

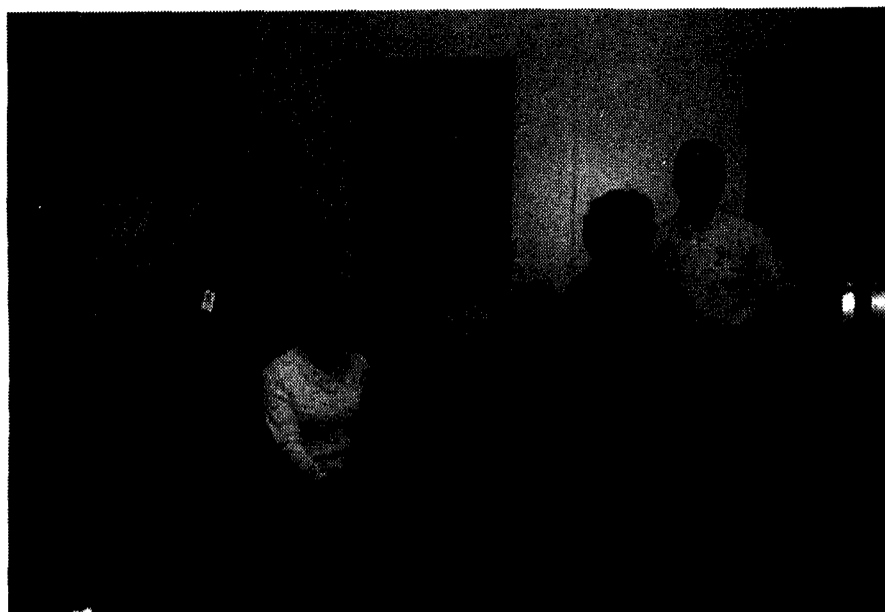


Photo by Jodi Preisler

The staff of the Student Assistance Center **Back:** Steve Backels, Linda Seaman; **Front (left to right):** Charlotte Spector, Donna Howard, Mimi Wasilewski, Linda Meashey, Lynne Davies, and Karl Martz


es provided by the staff of the Student Assistance Center. "We have so much to offer," she said.

Career Services is located in W-117 Olmsted, in the Student Assistance Center and can be accessed online at www.hbg.psu.edu/careers/index.html.

Students who feel that they might just go "nuts" looking for a job can stop in and make an appointment with Linda Meashey, PSH's staff psychologist or

Steve Backels, director of Psychological Counseling Programs, both of which have offices in the Student Assistance Center.

The center is also home to Disability Services, coordinated by Lynne Davies, and Adult and international Student Support Services, headed by Donna Howard with Linda Seaman providing staff assistance.



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