

**THE CALLING: CAREER
DIRECTIONS FOR URSULINE
STUDENTS AND ALUMNAE**

FALL 2006

**IF YOU GOOGLE YOURSELF,
WHAT WILL YOU FIND?**

INSIDE THIS ISSUE:

GOOGLE YOUR-SELF? 1

NETWORKING 1

CAREER SAGE ALUMNA KATHY YANKTON 2

CAREER SAGE ALUMNA MELBA JACKSON 2

STUDENT SPOT-LIGHT AMANDA SANTIAGO 3

TIRED OF WORKING IN FOOD SERVICE? 3

EVENTS 4

SPECIAL POINTS OF INTEREST:

- Social networking and personal information security
- Networking
- Successful Alumnae
- Student Spotlight
- Looking for a new part-time job?

Would you post a picture of yourself with your phone number and class schedule in a public restroom? If your answer is no then you may want to consider some of the information you post on social networking sites such as MySpace or Facebook.

These websites are a useful tool to help you keep in touch with friends and family, however they can also be a means for strangers to learn more about you than you may like.

Facebook is open for anyone, whether they have a .edu email address or not. Employers increasingly are using this site as a screening tool for potential applicants, even for internships or co-op positions. As a result, students have to consider the impact that

their profiles may have on potential employers. Is it good for your future boss to know all of your non-academic hobbies?

When you post a picture on the internet its destiny is unpredictable. Anyone with access to your profile may copy and paste your picture into another website or

Would you post a picture of yourself with your phone number and class schedule in a public restroom?

other publication without your knowledge.

Try Googling yourself, and see what you find. Hopefully your re-

sults will not come as a shock to you. If they do, take heart, you may contact the Google help center and have your name removed from the results page. Keep in mind that this will not change the content of any website, but will only remove your name from the list of results provided by Google.

Paying close attention to the security settings available on MySpace and Facebook will also help you keep your information where you intend it to be. You can use these settings to allow only the people of your choice to access your profile. If in doubt about whether to post something keep the restroom principle in mind.

NETWORKING—WHERE TO START?

Will you be graduating and looking for a fulltime job soon? Or will you soon be looking for an internship or part-time job? Use of classified ads and job posting websites can be a good way for you to begin your employment search. Networking is another useful method for

you to learn about opportunities in your area and meet individuals currently working in the field.

Networking is about meeting people with similar career interests to yours. You may want to start with your faculty advisor and friends in your

major. Next you can move on to an Ursuline student organization. There are also numerous professional organizations in the Cleveland area that offer reasonable student membership rates. Some of these include the American Business Women's Association (ABWA),

Continued on page 3

CAREER SAGE: KATHY YANKTON

PROGRAM MANAGER EDITING, PRODUCTION, AND GRAPHICS SERVICES CISCO SYSTEMS, INC. URSULINE ALUMNA, ENGLISH AND FASHION DESIGN

“Learning to work independently, make good decisions based on creative thinking, and expressing ideas clearly in both written and spoken forums are all skills that I learned in my undergraduate experience as an English Major at Ursuline. I also graduated from a two-year Masters in Writing and Professional Publishing program at Emerson College in 1991.

In my current job, I schedule 20-25 certification courses at a time with my team that does editing, desktop publishing, and graphics services. I also interface as the single point of contact with internal customers who use our services, and provide best practices and processes for the developers of our courses.

There is no single aspect of my education that has prepared me for this position, the skills, values, and experiences I developed at Ursuline contributed to my confidence and ability to navigate the challenges of my job successfully.

I participated in an internship with *Ohio Writer* magazine, and was able to contribute ideas equally with the other writers, conduct interviews with local writers, help make decisions on articles, layout and special features.

The biggest challenge faced by graduating seniors is competition. It is rare to graduate and get your dream job right away (especially for liberal arts majors). The job market is saturated with smart, educated individuals, many with more experience than a new graduate. I interviewed candidates for several open positions in the last 6 months, and it is critical that new grads have a solid resume, excellent interviewing skills, and an ability to express how your education, experience, and personal strengths can deliver what the potential employer needs.

On a more sobering level, the work world is not kind when times are tough. Downsizing is a harsh reality that new grads need to be aware of and keep in mind when looking for

a job. In my career I have been laid off twice and dodged layoffs as many times.

Computers and technology were not my first interest in college, but I had the opportunity to work for a textbook publisher in the Computer Information Systems area and enjoyed it more than I thought I would. If you had asked me 17 years ago when I graduated from Ursuline where I would be working now, I don't think the first thing that came to mind would be anything to do with computers or networking!

One of Ursuline's greatest assets is its small, intimate culture. I have particularly fond memories of being taught by *Connie Korosec, Sister Charlotte Trenkamp, Sister Mary Dennis, Dr. Ann Trivisanno, Mr. Bill Malloy* and last (but by far, not least) *Suzanne Owens*. My mom, *Evelyn Galinac*, who worked at Ursuline while I was a student was my own personal rock, anyone lucky enough to have her as a resource knows that she is a special person.“

CAREER SAGE: MELBA JACKSON

ADMINISTRATIVE OPERATIONS MANAGER, HEWITT ASSOCIATES, URSULINE ALUMNA, BUSINESS ADMINISTRATION MAY 2006

“My Ursuline education helped me in so many ways. My education at Ursuline, with the “special ways of learning” for women, provided me with confidence that I could succeed in any field that I was willing to commit myself to.

My main function at my current position is to provide growth and development of the support staff (3 Administrative Assistants), as well as provide consistency in quality service, manage work flow and cost management. We are a relatively small office (70 associates), so I also perform office manager duties, such as coordinating space and maintenance/safety issues, to name a few.

The biggest challenge for graduating seniors is competition. Because of the “shrinking” job market due to global sourcing, you must be well qualified to

compete for the good jobs that are available. My advice for current Ursuline students is to choose an area that you are passionate about and commit to learning everything you can about that career. Make yourself as “marketable” as possible.

“The biggest challenge for graduating seniors is competition . . . due to global sourcing, you must be qualified to compete for good jobs.”

- Melba Jackson

I would like to recognize Dr. Tim Kinsella who was my advisor throughout my studies at Ursuline as well as my instructor for many classes. No matter how busy his schedule, he was always available to help.

Dr. Rob Verner, was my instructor in many of the business classes, and was able to make the material easy to understand with his teaching approach. Last, but not least, my husband, Gilbert, who always provided encouragement and support throughout the years as I worked fulltime and attended school part time.

I graduated cum laude from Ursuline and would like to get my MBA sometime in the near future.”

SENIOR DOUBLE MAJOR IN GRAPHIC DESIGN AND PUBLIC RELATIONS AND MARKETING COMMUNICATIONS

"I chose to attend Ursuline because of its beautiful campus and friendly people, also because it is close yet far enough from home. I chose my major because it allows me to be creative and express ideas for others. I love creating designs that draw readers attention as well as writing and organizing information. I also love event planning, both majors allow me to use the skills I enjoy.

I am involved in various campus activities such as AIMS- Academic Inspiration for Multicultural Success, SUMA- Students United for Minority Success, Orientation Arrows, Peer Mediation, Gospel Choir/Executive Committee, Senior Gift Committee, I am the PRSSA- Public Relations Stu-

dent Society of America Secretary, the Founder's Day Committee logo designer for 4 years, Inscape Editor, Campus Crusade for Christ, and UC Serve. I also work part time at AMCO, an appraisal company and am involved at my church, Covenant Community, with the Praise Team.

My proudest moment at Ursuline was being inducted into the Fleur de Lis honorary society and I will be able to wear a blue and gold rope at commencement.

I interned at Marymount Hospital where I learned that you have to gain as much experience as you can, and take in as much information as possible. I learned that you have to start at the bottom to move your way to the top. Participating in an internship helped me network and interview with many employers to seek

more internships and jobs, as well as meet employers I am still in touch with.

After graduation I plan on working for a publication or a printing company and working with a graphic designer to get more exposure in the field, eventually I would like to open up my own magazine.

Some of the awards I have received while at Ursuline include: Academic Inspiration for Minority Success Protégé Spotlight, AIMS mentor spotlight, two customer commendations at work, Mentor Leader Award, Student Leadership Awards, Founders Day Logo Honorable Mention. Tribute to Excellence, 30.Club, Fleur De Lis Honorary, Student Leadership award, and the Dean's List."

TIRED OF WORKING IN FOOD SERVICE OR RETAIL?

URSULINE'S JOB BOARD CAN HELP

"Ready for a change in your current work situation? Register on Ursuline's online job board - E-recruiting."

If you are ready for a change in your current work situation you may want to register on Ursuline's online job board, E-recruiting.

On E-recruiting you will find hundreds of jobs and internships in all majors. You will also find a variety of part-time jobs that will allow you to work around your class schedule. If you register on E-recruiting you will have ac-

cess to jobs, internships, be able to develop your own job search agent, and view Ursuline's and other local career events. You can even upload your resume and cover letter to apply for these positions online

Best yet, when you register on E-recruiting you will be among the first to receive updates from the Office of Counseling and Career Services about Career

events that are held especially for Ursuline students and alumnae.

Questions?

Call the OCCS at 440-646-8322 Register today! www.ecampusrecruiter.com/ursuline

NETWORKING CONTINUED FROM PAGE 1

Cleveland Society of Human Resource Managers (CSHRM), and

Networking is about meeting people with similar career interests.

the Cleveland Professional 20/30 Club. Yearly dues for students are often no more than \$30.00

and include access to monthly meetings as well as local conferences.

You can find more information on professional organizations in every major at: www.ursuline.edu/occs/organizations.php

Learn more about Ursuline College student organizations by contacting Missy Mordarski, Assistant Director

of Student Activities, at mmordarski@ursuline.edu

Learn more about the ABWA at: abwabeachwoodohio.blog.com

More about CSHRM at: www.clevelandshrm.com

More about 20/30 is available at: www.cleveland2030.com/content/

LOOKING FOR A JOB OR
INTERNSHIP?
E-RECRUITING! LOG ON TODAY:
WWW.ECAMPUSRECRUITER.COM/URSULINE

**OFFICE OF COUNSELING
AND CAREER SERVICES**

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Phone: 440-646-8322
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Email: occs@ursuline.edu

**VISIT US ON THE WEB!
HTTP://WWW.URSULINE.EDU/OCCS**

UPCOMING EVENTS

**Non-traditional
Student Week -**
November 13-16,
2006

Career Fest -
Columbus, Ohio
Friday, February 2,
2007

Tunnel of Oppression
Monday, February 26,
2007

Career Week - March
19-23, 2007

Etiquette Dinner -
Monday, March 19,
2007

**NOTED - Teacher Job
Fair Thursday, April 5,**
2007

We Are:

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440-646-8322

Maureen Klein, Coordinator
of Career Development
Programs, 440-646-8379

Monica Daugherty PhD,
Psychologist, 440-464-
8323

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ness Specialist, 440-646-
8315

Meegan Cox, Coordinator of
Experiential Education,
440-646-8321

Laura Neidert-Graduate
Assistant, Virtual Internship
Coordinator, 440-646-6122

Evelyn Galinac, Support,
440-646-8322



Comments, suggestions, or career related questions?
Just drop this form into campus mail

To: The Office of Counseling and Career Services

From:

Suggestion/Comment::