



Calendar 2017/2018

Nov. 27

Marketing Internship
Application Deadline

Nov. 27

Peer Advisor Internship
Application Deadline

Dec. 1

Marketing Survey /
Mitchell's Gift Card Raffle

Feb. 1

Annual Career Fair

For more information, visit
our website!

Contact Us!

216.397.4237

careerhelp@jcu.edu

Visit us at 2563 South
Belvoir Boulevard (white
house next to tennis
courts)

Happy Thanksgiving!

A few tips for the break:

- Review & update your resume
- Network with your family & friends
- Talk to friends & family about their career journeys
- Take a few minutes out of each day to search for jobs & internships
- Research graduate schools
- Practice your elevator pitch

Most importantly, catch up on sleep and spend quality time with friends & family!



WE ARE HIRING!

Marketing Internship & Peer Advisor Internship

The Center for Career Services has two internship opportunities for Spring 2018, with the opportunity to continue on to the next academic year. These are two of the few internships that are paid AND on campus!

We are seeking a **marketing intern** who is a sophomore or junior to assist in the marketing of the Center for Career Services and its programming. We are seeking a **peer advisor intern** who is a sophomore or junior to advise students and provide training in career-related topics.

To view the full job description, visit the [Career Center website](#). The deadline to submit an application is **Monday, November 27, 2017 at 5:00pm**.

The Class of 2017 Internship Data

- 72.4% of undergraduate respondents completed at least 1 internship
- 95.5% of undergraduates from the Boler School of Business completed an internship
- 64.3% of undergraduates from the College of Arts & Science completed an internship
- Of all undergraduates that completed an internship, 48.5% completed two or more.
- **694** total internships were completed by undergraduate students

The report is based on information collected via survey at the May 2017 Commencement ceremony. 555 out of 718 undergraduate students responded to the survey.



WIN A \$10 MITCHELL'S ICE CREAM GIFT CARD

Complete our **online** marketing survey for a chance to be entered into a raffle to win a \$10 Mitchell's Gift Card.

The survey is located on the [Center for Career Services homepage](#). We appreciate your feedback!

Announcements:

- **2018 CI (City Internship) Programs** feature an integral series of career-readiness classes & workshops, internship placement in student's chosen field & city. A placement fee may apply.
- **TUCK: Career & Internships in Sleep** is a portal of in-depth information regarding careers, internships, dangers of sleep deprivation, the effect of caffeine & alcohol on sleep & more!
- **FundthatFlip Internship Opportunity**: available to all majors.
- **Hyland Software Professional Services & Consulting Internship**: available to all majors.
- **UNI (University of Northern Iowa) Overseas**: connects American international K-12 schools with certified (or to-be certified) educators. Register with the UNI Overseas Placement Service by **January 12, 2018**.

3 Steps to Help You Ace Your Behavioral-based Interview:

Sarah Timms, Senior Talent Advisor at Progressive

Step 1: Prepare

To prepare for abstract type questions such as "If you were a vegetable, what would you be and why?" it is critical to recognize the skills that are valuable for the position you are applying for. The best method to prepare for a behavioral based interview is to review the list of key skills in the job description, and ensure you have strong, specific examples of how you've demonstrated each.

Step 2: Format

Once you've identified your examples, put them in the STAR (Situation/Task, Actions, Result) format.

- **Situation/Task:** The beginning of your story—sets the stage for your example.
- **Actions:** The middle of your story and the meat of your example
- **Result:** The conclusion of your story and example. If possible, relate the example to metrics and achievements

Step 3: Interview (like you've practiced)

- Stay out of the "woulds" - interviewers don't want to know what you would do, they want to know what you have done
- There is no "we" in interviewing—interviewers don't want to know what your team accomplished, they want to know what you accomplished.
- Avoid generalizations, irrelevant and outdated examples—your responses should be as recent as possible and relevant to the position you're applying for.

Our Staff

Patrick D. Mullane; *Assistant Vice President/Executive Director of Career Services*; pmullane@jcu.edu; 216.397.4495

Logan Vess; *Assistant Director, Academic Internships*; lvess@jcu.edu; 216.397.4433

Nikki Marzano; *Assistant Director, Employer Relations*; nmarzano@jcu.edu; 216.397.4431

Danielle S. McDonald; *Career Communications Coordinator*; dmcdonald@jcu.edu; 216.397.1676

Katie Jansen '17G; *Career Advisor*; kjansen@jcu.edu; 216.397.1699

Lauren Ryan; *Career Advisor*; lryan@jcu.edu; 216.397.4238

Roseanne Kadas; *Administrative Assistant*; rkadas@jcu.edu; 216.397.4432

