

# Alumni Career Notes

## *career information for bucknell alumni*

We have all had the experience of walking away from a conversation with a co-worker with the slightly uneasy feeling that it was one that shouldn't have taken place at work. You may also have had an employee come to you with an issue that you're not quite sure how to handle. Bringing personal issues into the workplace is unavoidable - as is the creation of sometimes uncomfortable personal dynamics within the workplace itself. But, how we handle these situations in the work environment needs to be thoughtfully different than how we do it 'on the outside'. We have collected a variety of resources that will help you cope with personal issues at work - your own, or someone else's!

### **We want feedback!**

If you have a career topic you'd like us to address, we'd love to hear your ideas. Send them to us at [acs@bucknell.edu](mailto:acs@bucknell.edu).

### **How are we doing? Take this [quick survey](#) and let us know!**

Know someone who would like to receive this newsletter? Feel free to pass it on or have them subscribe. Requests to receive Alumni Career Notes or for personal career assistance can be made at [acs@bucknell.edu](mailto:acs@bucknell.edu), (570) 577-1238 or through IM at **bualumnicareer** (Tuesdays and Thursdays from noon-2pm and Wednesdays from 4-6pm). We look forward to hearing from you!

**Note:** To access the resources located in *myBucknell*, the university's portal, use the username and password that all alums were given in January 2005. If you don't remember or can't find yours, don't worry – just contact the Alumni Office (570) 577-ALUM (2586) or [mybucknell@bucknell.edu](mailto:mybucknell@bucknell.edu) for help.

**Alumni Career Services Staff**

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### ***In This Issue:***

- Career Tip
- Additional Resources
- What's Available on the Career Services tab on *myBucknell*
- Job Leads from Bucknell Community
- Job Leads from Outside Bucknell
- Alumni Career Services Can Help You
- Programs/Events

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### ***Career Tip:***

#### **Strategies for Balancing Home-Life Issues with Work**

by Erin White

Since Hurricane Katrina all but destroyed his parents' New Orleans home last year, Atlanta financial adviser Mike Davila has spent countless hours helping them relocate to his home city. But he holds a very demanding full-time job, and needs to stay focused on that too. It is a huge challenge to focus on work when something major happens in your personal life. Even under normal circumstances, employees struggle to balance personal and work responsibilities. When personal demands skyrocket, that delicate balance can collapse, whether the cause is happy -- such as planning a wedding or preparing for the birth of a child -- or not, such as a family illness. At times, focusing on work can feel nearly impossible. Some strategies can help. Three of the most important: Planning, organizing and compartmentalizing, say career advisers. The more you plan and organize your daily tasks, the more quickly you will be able to accomplish them. You may be more efficient if you segment your day into times when you are solely focused on work and solely focused on the personal issue. Letting one intrude on the other can slow you down and muddle your head.



[Read More](#)

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#### ***Additional Resources:***

<http://www.careerjournal.com/myc/management/20060425-needleman.html> - strategies for learning how to have some of those awkward conversations you may need to have at work.

[http://careerplanning.about.com/od/personalissues/Personal\\_Issues\\_at\\_Work.htm](http://careerplanning.about.com/od/personalissues/Personal_Issues_at_Work.htm) - links to a variety of articles about a variety of personal issues that might come up at work.

<http://www.aarp.org/research/work/issues/> - links to a variety of articles dealing with issues to unique to older workers.

<http://articles.techrepublic.com.com/5100-1035-5093251-2.html> - dealing with conflict in the workplace.

<http://www.nature.com/news/2006/060911/full/nj7108-240a.html> - examples of how scientists kept their research going during times of personal crisis. Although article speaks directly to those who are research scientists, there are parallels for anyone who works.

**SPECIAL NOTE for those with Grad School interest:** ETS has postponed the rollout of their new GRE format.

Read for more details:

<http://www.cnn.com/2007/EDUCATION/04/03/gre.changes.ap/index.html>

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#### ***What's Available on the Career Services tab on myBucknell:***

- CareerNet – Networking database of Bucknell alumni and parents.
- Access to The Vault – referred to by Fortune as “The best place on the Web to prepare for a job search.”
- PDF pamphlets - research a variety of career topics
- Career Assessments – learn how to pair your skills, interest, and experience with career choice
- Career Search – same tool available to students to research employers is also available to alumni
- Bucknell Alumni Clubs – network informally!

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### ***Job Leads from the Bucknell Community:***

The following are job leads that have been presented to alumni by members of the **Bucknell community** - alumni, parents and friends of Bucknell. New leads since the last issue of *Notes* are in **bold**.

*To view entire description, please log onto [Beyond the BRIDGE](#). **NOTE:** For best search results, type **(bucknell)** in the keyword field. Contact us if you have any questions ([acs@bucknell.edu](mailto:acs@bucknell.edu)).*

**Cerulli Associates (bucknell)** - Marketing Associate

**College Connections (bucknell)** - Assistant Director, Special Events & Communications

**Conti Group** - Project Engineers/Project Managers/Superintendents (*This lead is not from an alum, but from an employer who works with our student population and was interested only in Bucknell alumni.*)

**Loudoun County Sanitation Authority (bucknell)** – GIS Technician

**The Family School (bucknell)** - Primary Teacher

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### ***Job Leads from Outside Bucknell:***

The following are job leads that have been presented to alumni by members **outside** the Bucknell community. New leads since the last issue of *Notes* are in **bold**.

*To view entire description, please log onto [Beyond the BRIDGE](#). **NOTE:** For best search results, write the job title in the keyword field. Contact us if you have any questions ([acs@bucknell.edu](mailto:acs@bucknell.edu)).*

**American Water Enterprises, Inc.** – Project Engineer

**Covington & Burling LLP** - Entry Level Paralegal

**Cyrus Innovation** – Junior Java Developer

**Endurance Capital (the "Fund")** - Analyst

**Frito Lay** - Operations Resource

**Leggette, Brashears & Graham, Inc.** - geologist/hydrologist/environmental scientist

**Quantics Incorporated** - Technical Programmer

**S. Harris & Co** - Mechanical Engineer

**Tri Starr Staffing (recruiter)** - Erosion Sedimentation Control Technician

**US Bank** - Commercial Real Estate Assistant Relationship Manager

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### ***Alumni Career Services Can Help You:***

- Think through a career change and making career decisions
- Network effectively
- Search for a job
- Effectively use the Internet in job and career exploration
- Transition into a new career
- Assist you in improving and targeting your resumes and cover letters
- Identify your interests, values, goals, and preferences
- Plan for graduate or professional school

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### ***Programs/Events:***

#### **Webinar: Summary of Qualifications – Your 30 Second Commercial**

**April 25<sup>th</sup> from 7-8pm EST**

Most employers spend 15 – 30 seconds when first examining your résumé, usually only seeing the top half. In this short amount of time employers determine your strengths and if you have something to offer.

Learn to:

- Grab the employer's attention
- Effectively summarize your skills and abilities
- Reflect the employer's needs

**Contact Cathy McGinnis [cmm033@bucknell.edu](mailto:cmm033@bucknell.edu) to RSVP**

**Connect with Bucknell Alumni!**

The Bucknell Alumni Association sponsors 40 active clubs across the country and overseas – with the goal of perpetuating the relationship between alumni and the university. Connect and network with other alumni in your area.

<http://www.bucknell.edu/x767.xml>

***Save the Date! Reunion 2007***

**May 31-June 3**

Alumni Career Services will be available during reunion weekend - we'd love to meet with you! We are available for counseling and to answer questions about the career resources on the web or other career questions you may have.

**Contact us to make an appointment – [acs@bucknell.edu](mailto:acs@bucknell.edu)!**

**Click here to register: <http://www.bucknell.edu/x721.xml>**