Do you ever find yourself asking, “What did I do before computers and cell phones?” I know I do - about once a day! These are great tools, but can be harmful if you aren’t careful! A rule of thumb to live by is this…do not type a single word, upload any picture, or click on an interesting link that you wouldn’t mind having thrown up on a screen in Times Square. More and more companies are carefully monitoring any and all communication that is sent from and comes into their communication channels. Companies are no longer just tracking sexually explicit and/or offensive material. They can track key words that might indicate that someone is trading company secrets.

Basically, be careful! Be sure to read your company’s policy on usage of electronic communication devices. What may seem to you as an innocent e-mail to a friend may be a major violation of company policy!

**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
- Information of Interest *(NEW!)*
- Alumni Career Services Can Help You
- Programs/Events

**Career Tip:**

‘E-Mail Abuse At Work Could Get You Fired’

If you’re a worker who spends a fair amount of time sending emails while at work, the evidence is mounting that you should take two breaths before hitting “send.” Almost one-third of companies have said that they have fired an employee within the last 12 months for violating email policies and 52% of the companies said they have disciplined an employee for violating email rules in the past year, according to a survey of 294 U.S. firms with 1,000 or more workers. [More]

**Additional Resources:**

*Those IMs are Not As Private As You Think*
Indiscreet E-mail Claims a Fresh Casualty

Privacy At Work? Don’t Count On It: Employers Are Tracking E-mail

What’s Available on the Career Services tab on myBucknell:

- CareerNet – Networking database of Bucknell alumni and parents.
- Access to The Vault On-Line Career Library – 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
- CareerSearch – same tool to research employers
- Bucknell Alumni Clubs – network informally!

Job Leads from the Bucknell Community:
The following job leads are NEW since the last issue of NOTES. They have been presented to alumni by members of the Bucknell community - alumni, parents and friends of Bucknell. To view the entire description and other current listings, please log onto Beyond the BRIDGE.

NOTE: Contact Alumni Career Services if you have questions (acs@bucknell.edu).

Callan Associates, Ltd. – Vice President, Manufacturing
Wall Street Services – Junior Market Researcher
Wall Street Services – Mid Office Credit Derivatives (Paid Internship)
Drexel University College of Medicine – Academic Coordinator II
Chester River Association - Riverkeeper
James S. Armstrong Associates – Personal & Corporate Tax Returns

Side note...

To view leads “posted by Bucknell University” only, do a search from the initial job search page using NO search criteria (only specify job or internship). Once this page loads, you will see this box in the upper left hand column and you simply click the BU tab:

Job Leads from Outside Bucknell:
Job leads are regularly presented to alumni by members outside of the Bucknell community. To view all of the current listings, please log onto Beyond the BRIDGE.

NOTE: Contact us if you have any questions (acs@bucknell.edu).

Information of Interest (NEW!)

From: Herbert Scoville Jr. Peace Fellowship

“I am pleased to send to you information about the Herbert Scoville Jr. Peace Fellowship, a program that provides college graduates the opportunity to work in Washington D.C., with a public-interest organization
focusing on arms control and international security issues. The fellowship is offered twice yearly, in the spring and fall. It lasts six to nine months and provides stipend, health insurance, and travel costs to Washington. The Scoville Fellowship does not award grant or scholarship money to students.

Scoville Fellows may undertake a variety of activities, including research, writing, and advocacy in support of the goals of their host organization and may attend coalition meetings, policy briefings, and Congressional hearings. They have written fact sheets; letters to the editor; op eds; magazine articles; briefing books and reports; organized talks and conferences; and been interviewed as experts by the media. Many former Scoville Fellows work for NGOs or the Federal Government, or attend graduate school in political science or international relations, following their fellowships.

Please encourage those interested in peace and security issues to visit our website at http://www.scoville.org. There is no application form; the application requirements are listed on the website, as are links to the websites of each of the twenty-five participating organizations and information on the work of current and form Scoville Fellows. Applications may be submitted via email. A flyer about the program can be printed from http://www.scoville.org.flyer.html. The next application deadline is October 15, 2007 for the Spring 2008 Fellowship.

All U.S. Citizens, and foreign nationals residing in the United States, are eligible to apply; non U.S. Citizens living outside of the United States are not.

From: Acumen Fund Fellows Program

“We are excited to open the application process for the 2009 class of Acumen Fund Fellows (http://www.acumenfund.org/About/documents/Fellowsoverview2009forweb.pdf). We’ve moved up the process to better coincide with recruiting calendars for schools in the U.S. as well as in the geographies where we work, so you can apply online (http://tbe.taleo.net/NA7/ats/careers/requisition.jsp?org=ACUMENFUND&cws=1&rid=13) until noon EST on October 24, 2007. Information about the program and the process, as well as bios of current and past fellows, can be found on our website (http://www.acumenfund.org/About/opportunity.asp). We are looking for dedicated individuals with moral imagination, the practical skills and the leadership potential to effect real change. The program thus far has been a resounding success – both for the fellows and the Acumen Fund enterprises they supported. Previous fellows have called their time with the program a “life-changing experience,” allowing them to build critical business skills and an understanding of the challenges of serving low-income consumers around the world.

We are also excited to welcome our current class of 2008 fellows (http://www.acumenfund.org/About/documents/Fellows2008biosforweb.pdf). The class has just started its training in New York and is actively preparing for the work of supporting Acumen Fund investments. The fellows have committed to sharing their experiences both from New York and on the ground, so expect to see frequent posts form them on the Acumen Fund blog (http://www.acumenfundblog.org/).

Just a reminder that Acumen Fund’s annual celebration is happening on November 13. Visit https://secure.ga4.org/01/Celebration2007 for more information.”

Disclaimer: Alumni Career Services does not edit, monitor, or verify the accuracy of the information submitted by the employers, and does not review the background of the employers. ACS does not guarantee that all jobs listed are still available, and is not responsible for safety, security, wages, working conditions, or other aspects of off-campus employment. Therefore, we encourage interested parties to thoroughly research each job vacancy for which they are applying and to verify the integrity of each organization. If you encounter a negative situation at the place of employment, we encourage you to notify ACS. Links to other web sites are not under the control of ACS or Bucknell. We are not responsible for the contents of any linked site. Those who discover any misuse or abuse of this web site are encouraged to contact ACS immediately at 570-577-1514, or acs@bucknell.edu.
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

Programs/Events:

Webinar: Mastering the Job Search
September 26th, 7:00 – 8:00 p.m. EST

The job search can be frustrating if you don’t know the most effective ways to search. In this workshop you will learn how to:

- Explore the hidden job market to find the best opportunities for you
- Tap into niche websites that match your areas of interest
- Market yourself effectively

Webinar: Re-entering the Workforce? You are not alone!
October 24th, 7:00 – 8:00 p.m. EST

Since 2001, nearly 2 million Americans, between the ages of 25 – 54, have left the workforce. Now that you are re-entering the rat race, you need to know the rules to successfully navigate the maze. You will learn how:

- The job search and work environment has changed
- Your skills and abilities translate to meet employer expectations
- To successfully discuss your hiatus to employers

**Contact Cathy McGinnis at cmm033@bucknell.edu to reserve your spot.**

We want feedback!

- **How are we doing?** Take this [quick survey](http://www.bucknell.edu/x2931.xml) and let us know!
- If you have a [career topic](http://www.bucknell.edu/x2931.xml) 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).

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. We look forward to hearing from you!

Archived issues available at [http://www.bucknell.edu/x2931.xml](http://www.bucknell.edu/x2931.xml)

**Note:** To access the resources located in [myBucknell](http://www.bucknell.edu/x2931.xml), 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