With luck, you will never have to work with a supervisor who is unfair, incompetent, or unprofessional. However, they are out there. So, we have found some resources that might be helpful should you have the misfortune of having to work with a “bad boss.”

Don’t forget to check out details for upcoming events at the end of this issue. Cathy McGinnins, Alumni Career Services (ACS), is traveling to Chicago on July 11th and Denver on the 13th to hold career events with alumni. If you’re in the area, it will be worth the trip! We are also holding our first webinar on June 28th (that’s tomorrow).

One final thing – the Career Development Center is launching a new Externship Program for sophomores this year and it’s one that the University is eager to be successful. This is an opportunity for you to educate students about what work in your industry is like and to help them get excited about career possibilities. It has the added benefit of taking place in your own backyard with a minimal (two days in January) time investment. If you think you would be interested in participating in this new venture or have questions about it, please contact us at acs@bucknell.edu.

We hope you find this information useful. Feel free to pass this newsletter on to other interested alumni. Requests to be part of the regular distribution list or personal assistance with any career questions or issues can be made at acs@bucknell.edu, (570) 577-1238, or through IM at bualumnicareer (Tuesdays and Thursdays from noon-2pm and Wednesdays from 4-6pm). As always, should you need personal assistance with any career questions or issues, please feel free to contact us.

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 for help.
Career Tip:

Bad to the Bone: Dealing With a Bad Boss
by Susan M. Heathfield

You're weary. You're frustrated. You're unhappy. You're demotivated. Your interaction with your boss leaves you cold. He's a bully, intrusive, controlling, picky or petty. He takes credit for your work, never provides positive feedback and misses each meeting he schedules with you. Or he caves immediately under pressure and fails to support you in accomplishing your job. Read More

Additional Resources:

www.employer-employee.com/Termination.html#Employee - advice on how to deal with difficult employees as well as supervisors
http://edition.cnn.com/2004/BUSINESS/03/08/bad.bosses/ - what it takes to be a good boss
www.graduatingengineer.com/articles/feature/10-01-01a.html - different kinds of bad bosses and how to deal with them
www.quintcareers.com/bad_bosses.html - strategies for dealing with a bad boss and links to other resources/articles
www.joanlloyd.com/articles/open.asp?art=731.htm – ten complaints that employees make about their bosses and advice for managers to deal with them

Resources Available on 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!

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. The selections in bold print are new to Alumni Career Notes since the last issue. To
view entire description, please log onto myBucknell and click on the Career Services tab.

LaFarge NA – Jr. Maintenance Improvement Engineer
College Connections – Executive Associate, Special Events & Communications – really wants to hire a Bucknellian!
Communities for Children and Youth/AmeriCorps*VISTA - nonprofits and gov. agencies
DeVito/Verdi - Assistant Media Buyer
Harvard Business School, MBA Career Services - Recruiting Specialist
The Bank of New York – Back Office Administrator, Portfolio Manager Assistant

Job Leads from Outside Bucknell:
The following are job leads that have been presented to alumni by members outside the Bucknell community. The selections in bold print are new to Alumni Career Notes since the last issue. To view entire description, please log onto myBucknell and click on the Career Services tab.

ADP Brokerage Services Group - Associate Programmer -Development Program
All Sports America – 5 Sales positions
Ambercrombie & Fitch - Copywriter
Ashland Inc. – Plant Manager III
Commack UFSD – Physics Teacher
Environmental Liability Management Inc. (ELM) – Entry Level Environmental Positions
Fabtex Inc – Network Administrator
First Investors - Registered Representative
Johnson & Johnson Family of Companies - Senior Financial Analyst
Johnston Construction Company – Engineers
Kulicke and Soffa – Software Engineer
Lake Washington Technical College – Director-Information Technology Services
Merryl Lynch – Financial Advisor
PTG Capital – Equity Trader
Schoor DePalma Engineers & Consultants – Entry-level Civil Engineer
Taunton Public Schools – various Administrative Positions
The Corwin House – Museum Intern
The Kauffman Foundation - Director for the Collegiate Entrepreneurship
Volvo 3P – Resident Engineer

Alumni Career Resources 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:

Wednesday, June 28th Webinar
7 – 8 pm The Art of Connecting - It's Not What You Know, It's Not Who You Know, But Who Knows You!

About 80% of opportunities are secured by people who learned about openings from someone in their network.

• Learn how to: identify your connections
• develop your marketing plan
• structure a meeting to connect and establish your network
• ask effective questions during your meetings
• Sign up today!

Tuesday, July 11th - Chicago - Career Counseling
Meet with Cathy McGinnis to discuss your career needs! Email cmm033@bucknell.edu to make an appointment.

Location:
Elephant and Castle,
111 W. Adams

7 - 9 pm - Career Crisis - Navigating the Turbulent Job Market
Whether you are a new grad or an experienced worker, join Cathy McGinnis to learn the following job search strategies:

• Break into the hidden job market to find the “good jobs”.
• Master how to best showcase your skills on paper and during an interview.
• Learn the secrets to conducting a great job search.
• Make sure your next job is the right fit.

Bring your resume and get ready to make that change!

Email cmm033@bucknell.edu to RSVP

Thursday, July 13th – Denver - An Evening with Cathy McGinnis

Location:
Ice-O-Matic
11100 East 45th Ave.
Denver, CO.
5-6:30 pm - Career Counseling
Meet with ACS Program Director, Cathy McGinnis, to discuss your career needs! Email her at cmm033@bucknell.edu to make an appointment.

7-9 pm - Navigating HR and Mastering the Job Search
Join ACS Program Director, Cathy McGinnis, and Mark Lancaster, Director of Human Resources at ICE-O-Matic to learn the answers to the following questions:

- Why does HR indicate "don't call"? How else am I supposed to follow up?
- What constitutes good follow up and what borders on harassment?
- What is the best way to work with HR?
- What are some positive things you've seen applicants do?
- What are some negative things you've seen applicants do?
- If you could tell job seekers not to do one thing, what would it be?