

Career Development Center

Programs & Services Academic Year 2009-10

Located in Botany Building

Hours:

Monday – Friday, 8:30 a.m.-4:30 p.m.

Phone: 570-577-1238

Fax: 570-577-3028

Email: cdc@bucknell.edu

www.bucknell.edu/cdc

CDC Staff

Pam Keiser
Director

Sarah Bell
Associate Director

Megan Adams
Program Director, Recruiting

Jennifer Derk
Experience Team Coordinator

Emily Dietrich
Career Consultant

Julie Dlugos
Assistant to the Program Director,
Alumni Career Services

John Fernsler
Pre-Law Advisor

Eileen Friend
Information & Job Listings Coordinator

Melissa Gutkowski
Assistant Director
Program Director, Externships

Kristi Maggs
Pre-Health and Recruiting Assistant

Alison Ordonez
Assistant Director
Program Director, Internships

Dr. Alison Patterson
Pre-Health Advisor

Marilyn Shull
Assistant Director
Program Director, BPIP

TBD
Program Director, Alumni Career Services

Linsey Trego
Education Team Coordinator

Megan Wolleben
Assistant Director
Program Director, Student Communications
and Extracurricular Interests

Laura Denbow
Executive Director,
Alumni Relations and Career Services

Self Assessment & Counseling

Career decision making and planning takes time, energy, and commitment; it is a lifelong process not an event. No single tool will provide all the answers for students. The Career Development Center (CDC) offers a variety of services to assist students in their career decision-making process throughout their college years and beyond when they're alumni of the University.

Counseling & Advising

While certain careers do require specific academic backgrounds, most do not. Walk-in oriented **Quick Questions** sessions and **scheduled counseling and advising appointments are available on a daily basis** to offer students assistance in exploring values, skills, interests, discuss search strategies and create and revise action plans and job search documents. The

CDC currently has six counselors on staff to work with undergraduates.

Self Assessment

Self assessment tools are available to students in the Career Development Center. In addition, **JumpStart**, a non-credit, four session career course, offers help with self-exploration, industry research and internship search strategies.

Education & Networking

Staff will help students create a career action plan that assists them in preparing their job search materials and encourages them to begin exploring and learning about the diverse opportunities available in today's working world.

Educational Programs

A wide array of educational programs are available for students to learn more about how to search for both internships and full-time employment. These programs are offered throughout the academic year. Workshop topics include: **Resume & Cover Letter Writing, Job Search Techniques, Interviewing Essentials**, and **BRIDGE 101**, our recruiting software program. In addition, **Mock Interviews** are available by appointment and **Resume Critiques** are available each day.

Internships 101 teaches students how to search for an internship. Offered throughout the year, students learn how to find an experience that allows them to learn about themselves, to learn about their fields of study and to solidify (or rethink) their career interests. Series oriented programs include: **JumpStart**, a non-credit, four session course covering self-exploration, industry research, summer job and internship search strategies, and job search tools (including resumes, cover letters and interviewing skills), and **Senior Transitions**, a program which helps graduating students prepare for life beyond Bucknell.

The **Bucknell Public Interest Program (BPIP)** focuses its efforts on educating students on career opportunities within the non-profit and public sectors.

B-Link & Networking Programs

B-Link is Bucknell's new online community where Bucknell alumni, students, faculty and staff can connect. Access to B-Link is given based on a tiered structure, with access levels differing by class year.

Once prepared, students can begin connecting with Bucknell employers, alumni and parents.

On-campus events this fall include **Parent and Alumni Career Conversations**, featuring experts in a variety of industries such as the nonprofit, communications, education, finance, healthcare, law and engineering/technical arenas as well as an annual **Engineering Career Networking Event** held in February.

Off-campus events planned for the year include a **NYC Finance Summit** in the fall, a **NYC Communications & Arts Career Fair** in February and a **DC Government, Non-profit and Public Affairs Career Fair** in March.

BisonConnect, an alumni and parent volunteer database, is available to students in the CDC. Students are able to speak with these volunteers to learn about their career paths and receive valuable advice and suggestions that should be helpful in developing their own career plans.

Graduate School Advising

Each year approximately 20-25% of the graduating class will pursue an advanced degree immediately upon graduation. The University offers a variety of services to help students with the graduate school admission process. In addition, the CDC hosts **Professional and Graduate School Fairs** on campus each October.

Graduate Exams

Graduate schools typically require a standardized exam as part of the admissions process. Each year the **MCAT** (medical school) and **LSAT** (law school) exams are offered on campus. Registration booklets are available in the CDC. Registration booklets for the **GMAT** (MBA schools) and the **GRE** (arts & sciences programs), both now computerized, are also available.

Pre-Law Advising

John Fernsler, the Pre-Law Advisor, is a member of the CDC staff. He works closely with students from all academic backgrounds who indicate an interest in pursuing admission to law school. **Scheduled appointments, walk-in hours**, and a variety of **educational programs** are offered throughout the academic year.

Pre-Health Advising

Students intending to apply to medical or other health profession schools should see Dr. Alison Patterson, the Pre-Health Advisor. Dr. Patterson conducts **pre-health information sessions** and is available for **individual advisement**. To learn more, visit: www.bucknell.edu/premed or call x71599 to schedule a meeting. The Pre-Health Advisory Office is located in the Botany Building.

Fellowships and Department Liaisons

Currently Andrea Halpern, Professor of Psychology, serves as the University's Coordinator of Graduate School Advising. Information on the various fellowship programs (i.e. Fulbright, Rhodes, Marshall) and department liaisons can be obtained through Dr. Halpern. Her office is located in 206 O'Leary, and her extension is 71295.

Employer Relations

Currently there are four ways for students to connect formally with employers for externship, internship, and full-time job opportunities: online listings, resume referrals, on-campus recruiting and our annual on- and off-campus career fairs.

On-Campus Recruiting

Interviewing on-campus provides an employer with the opportunity to meet and to assess the compatibility of a variety of qualified students in one day. Our staff coordinates arrangements for all visits and employers use the interviewing facilities within the Botany Building to meet and interview students. Options include both prescreened and open interviews.

The BRIDGE (eRecruiting.com)

The **Resume Referral** and **On-Campus Recruiting** programs as well as the **Externship** program for sophomores are coordinated via a web-based recruiting software program called **eRecruiting.com**. Company information, job descriptions, resume and cover letter submissions and interview schedules are all now streamlined through this software. Students review the site on a regular basis and apply during a designated week. At the end of that week, the employer has access to all the resumes and cover letters submitted.

Employers are able to view the documents online or print hard copies. For on-campus visits, employers respond online to students indicating whether or not they have been selected for interviews. Selected students then sign up online for an interview time.

Additional summer jobs and internships are available on a separate SummerBRIDGE section of the system.

Off-Campus Resume Referrals

The method is typically used by employers who are interested in considering Bucknellians but don't want to travel to Lewisburg for an initial interview. This three step program is done completely via the Web. First, the CDC advertises opportunities to students; second, the students submit resumes online by a particular deadline; and third, the employer receives the resumes of interested students. Employers then follow up directly with the students they wish to consider for employment.

Career Fairs

The annual **Employer Expo** offers a wonderful opportunity to connect with Bucknell students. Held each September on Bucknell's campus, over 600 students and 100 employers participated in 2008.

Off-Campus Career Fairs are planned in various metro areas during both the fall and spring semester (see listings under education and networking section of this handout).

Online Listings

The CDC has an established partnership with **Experience, Inc.** to offer students and alumni the ability to search a wide variety of full-time jobs and internship opportunities in an easier and faster way—24/7 via the Web. These additional leads come from both Yahoo.com and CareerBuilder.com.

Alumni Career Services (ACS)

Bucknell has a career program designed especially for alumni, thanks to initial funding provided by the Bucknell University Alumni Association. The Alumni Career Services program is intended to provide resources, advice, and strategic counsel to help alumni achieve career success. If you are launching a job search, contemplating a career change, making a career transition, unsure about the next step in your career or simply puzzled by a career question, then the Bucknell Alumni Career Services program is available to assist you. A number of resources are available on the ACS website at www.bucknell.edu/AlumniCareerServices and a bi-weekly newsletter is also published.