“The Holiday Office Party.” Check your reaction: Eager anticipation? Loathing and dread? Stoic resignation? Although these gatherings can be a welcome change of pace, they do, by their very nature, instill a certain level of anxiety because there can be so many expectations and pressures attached to them. We have found some resources that will not only help you to endure this season’s round of office festivities, but may actually show you how your actions at a party can positively impact your career.

We have received an invitation from Merck to pass along to you for a job fair. We have also listed the series of Career Networking Nights in January, which are now open to all alumni. Other alumni events are linked in the Programs/Events section as well.

Our website has undergone some changes and one of them is the inclusion of an online survey. We want feedback - how are we doing? Take this quick survey and let us know!

Special Note: The next regular issue of Alumni Career Notes will be on January 9, 2007. However, on December 28th, you will receive a note about any job leads that have crossed our desk between now and then.

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, (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 for help.

Alumni Career Services Staff

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

Career Tip:

The holiday season -- purportedly "the most wonderful time of the year" - can be a stressful time and one in which many people fall prey to a lack of social graces and etiquette amidst all of the hoopla and the shopping frenzy. Lourdes Figueroa is the creator of UDefineU, (www.UndefineU.com) a new DVD set that covers as one of its many topics etiquette for the new millennium. Lourdes offers tips to help everyone navigate the manners minefield of the holiday season. As you anticipate the upcoming holiday season, take stock of your social skills. Manners should be a part of your everyday routine, like the default on your computer commands; but the holidays call for more advanced social skills, so here's an accelerated refresher course. Read More

Additional Resources:

http://www.canada.com/topics/lifestyle/holidayguide/dos_donts/story.html?id=4881a02f-b2c6-42ce-8ea6-ab23626c74de&k=8842
how to turn the required office party into an opportunity
http://www.stltoday.com/stltoday/business/columnists.nsf/reppshudson/story/4B431044D76076C88625723800161375?OpenDocument - focus on how to recover should you make a faux pas at your office party
http://www.suntimes.com/lifestyles/158840,CST-FTR-grace04.article - how good manners, in general, work to your advantage
http://www.businessknowhow.com/manage/officeparty.htm - ideas for when you're the one responsible for hosting the party

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!

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).

**Acumen Fund (bucknell)** – Acumen Fund Fellows Program  
**Cerulli Associates (Bucknell)** – Marketing Associate  
**Fascet LLC (Bucknell)** – Software developer  
**Gratis Card Inc (Bucknell)** – marketing analyst, marketing manager  
**Marketing and Planning Systems (MaPS) (bucknell)** – Excel/PowerPoint specialist  
**The Phillips Brooks House Association (Bucknell)** – director of programs  
**Towers Perrin (bucknell)** – associate/consultant  
**WIRED Magazine (Bucknell)** - sales associate

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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).

**Accredited Home Lenders Holding Company** – management trainee program  
**Girl Scouts of America (recruited by Evergreen Executive Source, LLC)** - Chief Executive Officer (Greater Philadelphia), Chief Executive Officer (Harrisburg Area)  
**Google** - various opportunities available  
**Go2TeachEnglish** – teachers  
**KBR** – Entry-level engineers  
**Leggette, Brashears & Graham, Inc.** – geologist/hydrologist/environmental scientist  
**McCormick Taylor, Inc.** - Environmental Planner/Field Monitor  
**McLaren Engineering Group** – Entry-level civil and structural engineers  
**Penn Color Inc** - Sales  
**Port Allegany School District** – Asst. Vice Principal  
**Ruder Finn Executive Training Program** - Executive Training Program  
**Southern Teachers Agency (recruiters)** - Science Teacher  
**Tuscarora Organic Growers Cooperative** – general 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:**

Invitation from Merck (not a Bucknell event)
Merck Manufacturing Invitational Event: Invitational Job Fair
December 19th
We will be interviewing for the following positions: Manufacturing Biotechnicians (PRO005581); Manufacturing Sr. Mechanic/Technicians (PRO005606); and Laboratory Technicians - Virology (PRO005858).

The event is being held primarily for those students who will graduate in December of 2006 and for Alumni. In addition, this job fair is by invitation only. Therefore, we encourage students and alumni to visit www.merck.com/careers, search and apply to the requisition number indicated above for their desired position.

For more information visit the website or contact Rosa DiBetta, Recruiting Coordinator: rosa_dibetta@merck.com
215-993-6458

Webinar: Unlock Your Potential - Keys to a Smooth Career Change
December 20th from 7-8 pm
The majority of us will experience at least three to five career changes during our working lives. It can be overwhelming, but with preparation you can tackle anything. In this workshop you will:
- define your needs
- identify your transferable skills
- investigate resources and opportunities
- personalize the process

Contact Cathy McGinnis cmm033@bucknell.edu to RSVP.

Career Networking Nights (CNN)
Would you be interested in… an exciting opportunity to interact with Bucknell students? …sharing pearls of wisdom about your educational and career paths?

- Do you believe your liberal arts education has help get where you are now?
- Are you involved in something totally different from what you thought your major would allow you to pursue?
- Do you live in Boston, Philadelphia, Seattle, Chicago, San Francisco, or Los Angeles?
- If you answered yes to any of the above questions, you may want to consider participating in Bucknell's Career Networking Nights 2007 (CNNs).

What are CNNs?
You many remember them from your student days - CNNs are annual series of networking events held over the semester break that offer students and alumni an environment to network with alumni and parent representatives from the greater Boston, Philadelphia, Seattle, Chicago, San Francisco and Los Angeles areas. Students and alumni will have the opportunity to talk with participants about their career paths, industry experience and their organizations. CNNs are closed events, available only to Bucknellians.

If you want more information, click on the link below for the specific event in which you're interested. If you would like to register, please RSVP to Cathy McGinnis: cmm033@bucknell.edu
Seattle CNN: Tuesday, January 9, 2007  
http://www.experience.com/emp/cf_details?fhnd=2103

Boston CNN: Wednesday, January 10, 2007  
http://www.experience.com/emp/cf_details?fhnd=2107

Philadelphia CNN: Wednesday, January 10, 2007  
http://www.experience.com/emp/cf_details?fhnd=2105

Los Angeles CNN: Wednesday, January 10, 2007  
http://www.experience.com/emp/cf_details?fhnd=2108

Chicago CNN: Thursday, January 11, 2007  

San Francisco CNN: Thursday, January 11, 2007  
http://www.experience.com/emp/cf_details?fhnd=2106

Find what other Bucknellians are doing in your area!  
http://www.bucknell.edu/x719.xml