

The Career Journal

The Journal that cares about your future!

Published by the office of Career Services and Cooperation Education

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Welcome to Western Carolina University
and the first edition of the Career Journal

Written by: Michael Despeaux

If you are a constituent of this office, that is, if you are a student or one of our alumni, an allied member of our faculty or staff, or an employer of our graduates or co-op students, then hopefully this newsletter will serve your needs as a compliment to our other services and a source of new information. We will publish The Career Journal twice each semester in an effort to provide career and co-op information, announce events and other opportunities, and highlight success stories about our students.

Appropriate for this first edition, you should know about our mission statement. It identifies you, our constituents, as the focus for our work. The benefits you derive from our programs and services constitute the best measure of our success. Every member of our office takes this mission very seriously and strives to provide opportunities for *students* to participate in a variety of developmental activities, to facilitate *employer* contact with students, and to encourage *faculty* support for our events and services.

First of all, we contribute to students' career development in a number of ways. You may have utilized our resume critiquing service, or you may have uploaded your resume onto JobCat and used that technology to search for a job in your area or field of study. You may have attended a program or class in which a counselor from our office discussed choosing a major, realistic career choices, opportunities for graduates with your major, resume writing or other job search skills, or interview skills. We spend significant time meeting individually with students at all stages to advise them regarding these... issues and others, and we provide career testing and counseling that promote life skills planning and development of a sense of purpose.

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Co-op of a lifetime

Written By: Jessica Elwell

Recently, I was fortunate enough to interview the winner of our 2003 Co-op Student of the Year award, Christopher L. Gaunt. A local employer of many Western graduates, Crisp Hughes Evans, llp, sponsors this award each year.

Gaunt, presently a graduate student here at Western, was an undergraduate studying business management when he was awarded this distinction. He co-oped for *John Schiffli Real Estate* in Highlands, North Carolina, about an hour from WCU's campus.

Shortly after Gaunt finished his co-op, the director of career services and cooperative education, Mardy Ashe, notified him that he had been nominated for the 2003 Co-op of the Year award. Twenty-one students were nominated, and eleven students made it to the final round of judging. When the final tally was in, Gaunt was chosen by a panel of five judges to receive the award. Surprised, Gaunt said it felt "great" to receive this recognition.

Gaunt was responsible for a variety of tasks while working for *John Schiffli Real Estate*, serving as administrative assistant to all of the brokers, filing documents, and ordering office supplies, as well as conducting research.

Additionally, he developed and implemented new advertising methods; one included the marketing of rentals. *John Schiffli Real Estate* does not deal in rentals. However, Gaunt researched and compiled data that yielded a list of rental agencies in the area. The resulting marketing strategies helped promote the agency, bringing two new customers to *John Schiffli Real Estate*.

One of the more important tasks... Gaunt assumed charge of was the purchase of a new central networking computer for the agency. After doing much research and getting permission from the owners, Gaunt placed an order for the new system. Not only was Gaunt



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Co-op... Gaunt learned how to communicate and become more efficient in identifying and meeting the needs of employees and customers.

Located on the first floor of the Graham Building.

Hours of operation:

**8 a.m. - 5 p.m. Monday - Friday.
Phone: 828-227-7133
Fax: 828-227-7344.**

**For information check out the website at:
[Http://Careers.wcu.edu](http://Careers.wcu.edu)**

Co-op continued on page 3

See what Career Services can do for you!
We invite you to take advantage of the many services available from
CAREER SERVICES throughout your college career and even after you graduate.

JOB CAT & MonsterTRAK

JobCat is an Internet-based recruiting system that gives you, a WCU student or alumnus:



- ◆ the ability to display resumes and cover letters online
- ◆ register with the Career Services Office for summer, part-time or temporary jobs, internships, and/or full-time employment
- ◆ have your resume distributed to interested employers
 - ◆ schedule interviews with companies recruiting on-campus

MonsterTRAK is also Internet accessible and includes job listings. You can register and post a resume here as well.

Access these programs on our website <http://careers.wcu.edu>

INDIVIDUAL CONFERENCES

If you have a career concern that you would like to discuss personally with a staff member, make an appointment in our office for an individual conference. If you are trying to find out what kind of jobs connect with particular majors, how to prepare yourself for an internship or job after college, or what is involved in creating a resume or beginning a job search, we can assist you with these questions.

CAREER COUNSELING

If you are having difficulty making a decision about a major/career, you may want to make an appointment with our career counselor who can offer vocational testing and then suggest appropriate majors/career possibilities according to your interests, skills, and abilities. If you prefer to gather information on your own, we also have DISCOVER (a computerized career guidance program) on-line in the Career Library.

STUDENT EMPLOYMENT

If you need a job while you are in school, we have a centralized listing of all non work-study jobs and many off-campus jobs. Jobs are posted on the hallway bulletin board near the Career Library (1st floor Graham). Directions for the process to follow are posted, and the staff in the Career Library will be happy to assist you.

COOPERATIVE EDUCATION

Co-op is a program that allows you to work in your career field and receive academic credit while you are still in school.

- ◆ It gives you the chance to test your major/career choice while you still have time to change your mind if not a good fit
- ◆ It helps you apply what you are learning in the classroom to a real work situation
- ◆ It motivates you to complete your degree so you can get the job you want after graduation
- ◆ You will gain valuable experience in your chosen field
- ◆ In most cases, you earn a salary.

RESUME CRITIQUING SERVICE

If you have to turn in a resume for a class or an employer has requested a resume for perusal, and you desire a second opinion on its contents, please take advantage of our Resume Critiquing Service. Drop off your resume and it will be ready (suggestions and all!) in 24 hours. We critique cover letters, too!

CAREER DAYS / RECRUITMENT EVENTS

Career Services offer several recruitment events that you won't want to miss. Recruitment of graduating students begins in the Fall at the annual Career and Graduate School Day and Fall Interview Day in October.



The Allied Health and Nurses' Career Day is held in December. The Creative Industry Career Fair is usually scheduled in February and then March rounds out the recruitment calendar with the Spring Job Fest, Summer Job Fair and Education Recruitment Day. Career Services also sponsors "The Business Etiquette Series" which presents etiquette events including: a 4-course dinner, mock interviewing, a resume-a-thon, and working a reception. One etiquette event is offered each semester.

JOB LISTINGS

From the numerous jobs received in our office each week, Career Services uses JobCat to post entry-level jobs located in the Southeast. You will also be able to access nationally advertised jobs through MonsterTrak on the same website. <http://Careers.wcu.edu>

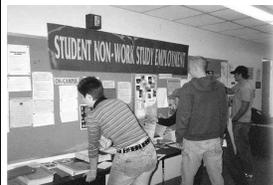
CAREER LIBRARY

Our Career Library (1st floor Graham) has information that will help you in your career decisions, whether you need information on careers, employers, or the job search. Career information includes books on specific career areas as well as the DISCOVER computer-aided guidance program. If you need help with your job search, we have many books that provide information on every aspect of the process. Also, there are notebooks of job and co-op listings and employer directories available.

INTERVIEWING SKILLS ASSISTANCE

Developing your interviewing skills is crucial to preparing for a professional interview. We have books and videotapes on interviewing in the Career Library and a member of the Career Services staff is available if you want to sit down with them to obtain more information.

ON-CAMPUS RECRUITING



Some employers recruiting college graduates come to campus during the Fall and Spring semesters to interview students. Interview schedules are accessed in JobCat. Sign-up for these interviews also takes place in JobCat. It is continually updated, so check often.

Career Services / Cooperative Education



Helping to make a difference in your future!

Welcome Continued...

In addition, we facilitate employer contact with our students by arranging classroom presentations, planning career days and on-campus interviews, promoting part-time, co-op, and full-time jobs, and referring resumes to on-campus recruiters. We encourage faculty support by inviting them to participate in all career day activities, presenting job search and career development information in their classrooms, and collaborating to plan co-ops and internships.

If you wish to work on campus, learn what you can do with a major, look for a co-op or internship, fine-tune your resume, or hunt for the right job, please visit our office and let us achieve our mission by serving you. This newsletter and especially our website, <http://careers.wcu.edu>, will provide a host of information that not only lists our services but also highlights upcoming opportunities and offers direct links to position openings, career news, and many other resources. For our students, we hope that you make the most of your time at Western Carolina University, and we stand by to support your efforts and help you succeed.

Co-op Continued...

successful in ordering and installing the new system, he was also responsible for getting the ball rolling on entering time-sensitive information for all the agency's clients.

When I asked Gaunt if he felt the experience helped him in his future career endeavors, even though he wasn't going into real estate, he replied that he learned how to manage people better. This experience helped Gaunt learn how to communicate and become more efficient in identifying and meeting the needs of employees and customers. He went on to say that he would do it over again and that he would recommend a co-op to any student. Gaunt concluded with saying, "I think that every major should require a co-op."

2003-2004 Career Services Event Calendar

Career & Graduate School Day

October 29, 2003 - Ramsey Center Main Arena, 1pm - 4pm

Fall Interview Day

October 30, 2003 - Ramsey Center Main Arena, 9am - 5pm
Deadline is October 15! Apply through JobCat!

Engineering Technology & Construction Management Career Day

November 7, 2003 - Ramsey Center Auxiliary Gym, 9am - 5pm

Allied Health & Nurses Career Day

Nov. 20, 2003 - Ramsey Center Auxiliary Gym, 4pm - 6pm

Creative Industry Career Day

Feb. TBA, 2004 - Ramsey Center Auxiliary Gym, 10am - 5pm

Spring Job Fest

March 3, 2004 - Ramsey Center Auxiliary Gym, 9am - 5pm

Summer Job Fair

March 17, 2004 - University Center Lawn, 11am - 2pm
(Rain location - University Center Grandroom, 3rd floor)

Education Recruitment Day

March 23, 2004 - Ramsey Center, 9am - 12pm

Look for more on the Career Services website! <http://careers.wcu.edu>

Contact Information

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Career Services Calendar



For more information:
Check out the website at <http://careers.wcu.edu>

JobCat Monthly View: October 2003

Tuesday, October 14

Information Session | Disney World-wide Services, Inc.
Name: Disney - College Program Info. Session

Wednesday, October 15

Fall Interview Day Deadlines

Application Deadline | Trinity Communications, Inc.
Job: Trinity Communications

Application Deadline | Sherwin-Williams Paint Company
Job: Manager Trainee

Application Deadline | Enterprise Rent-A-Car
Job: Management Trainee

Application Deadline | HomeTrust Bank
Job: Loan Processing Specialist

Application Deadline | Edward Jones
Job: Investment Representative

Application Deadline | JELD-WEN, inc.
Job: Manager Trainee

Application Deadline | Cintas Corporation
Job: Cintas Management Trainee

Application Deadline | Randolph Community College
Job: Coordinator of Student Activities and Global Perspectives

Tuesday, October 21

Career Day | Women for Hire
Name: Women for Hire Career Expo
Location: New York, NY

Application Deadline | TruGreen Companies
Job: Marketing Manager Trainee/Sales Representative

Thursday, October 23

Application Deadline | University of the South
Job: Coach/Crew Rowing

Thursday, October 24

Application Deadline | Gilbert Southern Corp.
Job: Field or Office Engineer or Estimator

Application Deadline | Monteith Construction Corp.
Job: Employee

Thursday, October 29

Career Day
Name: Career & Graduate School Day

Thursday, October 30

Interview Day
Name: Fall Interview Day

Interview - Edward Jones | Edward Jones
Job: Investment Representative

Interview - Trinity | Trinity Communications, Inc.
Job: Trinity Communications

Thursday, October 30 cont...

Interview - SherwinWilliams | Sherwin-Williams Paint Company
Job: Manager Trainee

Interview - Enterprise | Enterprise Rent-A-Car
Job: Management Trainee

Interview - HomeTrust Bank | HomeTrust Bank
Job: Loan Processing Specialist

Interview Day Continued...
Name: Fall Interview Day

Interview - Jeld Wen | JELD-WEN, inc.
Job: Manager Trainee
Location: Ramsey Center Main Arena

Interview - Cintas | Cintas Corporation
Job: Cintas Management Trainee
Location: Ramsey Center Main Arena

Interview - Wells Fargo | Wells Fargo Financial
Job: Credit Manager: Management Trainee
Location: Ramsey Center Main Arena

Monthly View: November

Monday, November 3

Application Deadline | National Welders
Job: Outside sales, operations mgr & other entry level positions

For more November listings go to JobCat.



To apply for these jobs, you must:

- Log into JobCat at <http://careers.wcu.edu>
- Complete a personal profile
- Upload a resume
- Submit your online application by the deadline.

This addition of The Career Journal was updated on October 7th. Please understand JobCat will be updated with new jobs almost everyday, so you should check for updates regularly! For current and complete information, please go to <http://careers.wcu.edu/jobcat.asp>