

The Career Journal

Caring about your future... Promoting success!

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September 2004, Vol. 2 Issue. 1

Welcome to Western!

By: Michael Despeaux
*Career Services Coordinator
and Career Counselor*

Whether you are starting your college career or are beginning your senior year, we are glad you're here and offer you our support as you prepare to take your next step. Read on, and enjoy this newsletter as an introduction to some realities about your career opportunities and the ways we can help.

Students and alumni seeking co-ops, internships, and jobs will be glad to know that Western's long tradition of being a key player in the regional economy is more important than ever. A May 9 Asheville Citizen Times article discussed the decline in manufacturing jobs and cited the work of Western faculty members, including Kathleen Brennan from sociology, political scientist Christopher Cooper, and Inhyuck "Steve" Ha, an economist. In spite of this decline, it seems that Western graduates may play a role in answering new challenges and creating new opportunities. Brennan, referencing a regional opinion poll she and Cooper conducted through Western's Center for Regional Development (CRD) told the writer, "Overall, a good number of people are relatively optimistic about their personal economy as well as the economy in general."

In the article, Ha reports regional support for growth in knowledge-based industries, a topic of high interest to Western and an indicator that more jobs will be available for graduates from both natural sciences and our expanding college of applied sciences. Also according to the article, the CRD report indicates growth in

Welcome continued on page 3

Success on the Horizon

By: Jessica Elwell
Career Services Graduate Assistant

Welcome back students! This year the career services and cooperative education office has planned many important and fun events designed to help promote your success. All students are welcome and are encouraged to take advantage of these upcoming events.

Business Etiquette Dinner,
Tuesday, September 21, 3rd Floor, UC Grandroom, 5:30pm - 7:30pm

This event is intended to teach students the rules of proper dining and conversation in a formal setting. The attire is business casual. This event is \$15.00 per person - cash, check or student meal ticket are accepted. Tickets can be purchased in the Career Services office.

Extreme Resume Makeover,
Wednesday, October 6 & 13, 2nd Floor UC Atrium, 11:30am - 3pm

Get prepared for the upcoming job fairs by having an Extreme Resume Makeover. Our Career Counselors will be available to critique your resume while you wait!

Career & Graduate School Expo,
Wednesday, October 27,
Ramsey Center Main Area, 10am - 3pm

Juniors and seniors will find the Expo a helpful tool in their search for a job, internship or co-op. This is also an excellent opportunity for those wanting to continue their education or shop for a graduate

Success continued on page 3



**September is Update
Your Resume month!**

Success...

"Success is only on the horizon!"

Welcome... "please visit our office and help us achieve our mission by serving you."

See Page 2 for...

◆ **Available Services**

***Career Services
is moving...***

at the end of September to Killian Annex.

Hours of operation:
Monday - Friday,
8 a.m. - 5 p.m.

Phone: 828-227-7133
Fax: 828-227-7344.

For information go to:
<http://careers.wcu.edu>

Chart your way to success



Students and Alumni take advantage of our many services offered.

- √ **JobCat and MonsterTRAK** are internet - based recruiting systems on our website which include jobs as well as opportunities to post a resume and sign up for interviews
- √ **Career Counseling** - If you have a career concern that you would like to discuss, call for an appointment with a career counselor
- √ **Career Testing** - If you are having difficulty making a decision about a major or a career, we offer career testing and interpretation
- √ **Cooperative Education** - Co-op is a program that allows you to work in your career/ major field and receive directly related experience and credit WHILE you are still in school
- √ **Resume Critiquing Service** - Drop off your resume (cover letter too!) and it will be ready (suggestions and all) in 48 hours.
- √ **Student Employment** - Need some cash? The student employment office can help you find a part-time job. We offer listings for on-campus as well as off-campus employment. See them at careers.wcu.edu
- √ **Career Library** - Our Career Library offers books, directories, and videos to aid in your career decision, including DISCOVER, a computer-aided-guidance program. Also available at careers.wcu.edu
- √ **Interviewing Skills Assistance** - You can participate in a mock interview and improve your interview skills.
- √ **Career Days and Recruitment Events** - Career Services offers 10-12 recruitment events every year including Career and Graduate School Expo, Allied Health and Nurses' Career Day, Spring Job Fest, Summer Job Fair, Creative Professions Career Day, Education Recruitment Day and multiple etiquette development events

For more information on any of these areas please go to... <http://careers.wcu.edu>

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Career Services/Cooperative Education



Helping to make a difference in your future!

Welcome Continued...

hospitality and tourism (up from 15.9% in 1970 to 25.8% in 2000), retail (up to 17.8% in 2000), and support for small businesses and entrepreneurs. Other items in the news lately include the rise of cultural tourism, a growing emphasis on the arts, and an expectation that we at the University actively engage with our community. Career services can add our own observations; increasingly, our office sees students from every major succeed when they line up co-ops, gain important experience during college, interview with employers on campus, and start their careers with a sense of purpose.

How can we help you achieve this success?

First of all, we contribute to students' career development in a number of ways. You may utilize our resume critiquing service, or you may upload your resume onto JobCat and use that technology to search for either a co-op or permanent position. You may attend a program or class in which a counselor from our office discusses choosing a major, realistic career choices, opportunities for graduates with your major, or resume writing, interviewing, or other job search skills. We provide career testing and career counseling that can help you choose a path that matches your interests, abilities, and values.

We work hard to develop and nurture relationships with local and regional employers, and many of them attend our career fairs or interview students here on campus. We facilitate employer contact with our students by arranging classroom presentations, planning career events, promoting part-time, co-op, and full-time jobs, and referring resumes to on-campus recruiters. We encourage faculty involvement by inviting them to participate in all career day activities, presenting job search and career development information in their classrooms, and collaborating with department liaisons to plan co-ops and internships.

If you wish to find on-campus employment, 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 help us achieve our mission by serving you. This newsletter and especially our website, <http://careers.wcu.edu>, will provide information that highlights upcoming opportunities and offers direct links to position openings, career news, and many other resources. 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 achieve success. *

*Article cited: Dale Neal, "New industries could mean more jobs for WNC," in the Asheville Citizen Times, May 9, 2004

Success Continued...

school. Business casual to professional attire is required, and several copies of your latest resume are suggested.

***Construction Management,
Engineering & Technology Career Day,
Wednesday, November 3,
Ramsey Center Auxiliary Gym,
10am - 12pm Career Fair, 1pm - 5pm Interviews***

Students must have a resume posted on JobCat in order to sign-up for interviews. To be pre-selected for an interview, students must sign up by 5pm, Friday, October 29. Open interview schedules will be open until 5pm Monday, November 1.

***Allied Health & Nurses' Career Day
Thursday, November 18,
Ramsey Center Auxiliary Gym, 4pm - 6pm***

Juniors and seniors majoring in Clinical Laboratory Science, Emergency Medical Care, Health Information Management, Nursing, Nutrition and Dietetics, Social Work and Recreational Therapy and graduate students in Physical Therapy and Communication Disorders/Speech Pathology should attend this event to find out about full-time jobs after graduation. Students should dress professionally and bring copies of their resume.

Success is only on the *horizon!*

For more information go to
[Http://careers.wcu.edu](http://careers.wcu.edu)

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Career Services Calendar



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

JobCat Monthly Snapshot: September - October 2004

IMPORTANT: In order to apply for any on-campus interviews, be sure to upload a resume onto JobCat before the deadline!

Tuesday, September 7

Application Deadline | WMBB-TV
Job: Marketing/Creative Services Manager

Friday, September 10

Application Deadline | Southern Teachers Agency
Job: Primary School Learning/Reading Specialist

Application Deadline | Advantage West
Job: Regional Planning Assistant

Application Deadline | Wayne Community College
Job: Career Start Case Manager

Tuesday, September 21

Etiquette Dinner
UC Grandroom - 3rd floor

Thursday, September 30

Career Day | Women for Hire
Name: Women For Hire fall career expos

Application Deadline | Saint Leo University
Job: Admission Coordinator
Job: Storeroom Clerk

Application Deadline | Angel Medical Center
Job: Storeroom Clerk

Application Deadline | Claremont Restaurant Group, LLC
Job: Marketing Coordinator

Application Deadline | WLOS / WBSC-TV
Job: Account Executives

Application Deadline | WLOS / WBSC-TV
Job: Photographer



To apply for these jobs, you must:

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

The Career Journal was updated on September 1st.

JobCat will be updated with new jobs almost everyday, so you should check for updates regularly!

For more information, go to <http://careers.wcu.edu/jobcat.asp>

Thursday, September 30 cont...

Application Deadline | WLOS / WBSC-TV
Job: PT Assignment Desk Assistant

Friday, October 1

Career Day | Women for Hire
Name: Women For Hire fall career expos

Application Deadline | Dolphin Research Center
Job: Internships

Application Deadline | Southern Teachers Agency
Job: Middle School English Teacher

Application Deadline | Southern Teachers Agency
Job: Elementary Teachers

Application Deadline | Southern Teachers Agency
Job: High School French Teacher

Saturday, October 2

Career Day | Women for Hire
Name: Women For Hire fall career expos

Sunday, October 3

Career Day | Women for Hire
Name: Women For Hire fall career expos

Wednesday, October 6 & 13

Extreme Resume Makeover
UC Atrium, 2nd floor

Look for more jobs on JobCat!