

A New Addition to the CDO Staff

Message from the Director

In the Spring of 2012 Kenyon elected to provide an additional Associate Director to the Career Development Office. Adding this new position was a tremendous show of support and dedication for the work of the CDO by the administration and Kenyon Board of Trustees, a gesture for which I am extremely grateful.

I'm equally as grateful and delighted to introduce, Leslie Harding. Leslie became a member of the CDO Staff in August 2012. Leslie comes to us from Charleston, South Carolina. However, Leslie is originally from Coshocton, OH. Leslie brings an employer's perspective to Career Development having

spent the last 8 years working in a human resources environment within major health care systems.



Leslie received her BA in Human Resource Management from Marietta College and her MBA from The Citadel in May 2012.

In addition to working closely with students, Leslie will also serve as a primary contact for the CDO's alumni volunteer base. The number of Kenyon alumni

volunteering to assist students with career issues has grown by over 1000 in the last two years. Leslie's responsibilities include international internship development, career counseling, alumni relations and entrepreneurial instruction.

With the addition of Leslie the CDO now has significantly greater capacity to serve students and alumni.

If your son or daughter is interested in learning more about the myriad of opportunities in the healthcare industry, please refer him or her to Leslie.

*Regards,
Scott Layson*

Inside this issue:

Graduating with a Career 2

Upcoming On-Campus and Off-Campus Recruiting 2

Kenyon Career Connector Launch 3

Happy Accidents 3

Student Employment Update 4

Gearing Up for Another Academic Year

Whether this is your student's first or last year at Kenyon, we appreciate the support you have given him or her to explore their passions through a liberal arts education. This type of education will prepare your student for their lifetime, no matter what career path he or she chooses and how often he or she does.

As we all prepare to embark on another academic year, we want to provide you with a few tips on how to help your student succeed:

Encourage them to get the most education possible.

This does not just take place in the classroom. Encourage them to get involved in a sport or activity they love. Employers are looking for leaders, and running a student organization is an invaluable experience for any student.

Each experience (educational or work) provides your student with an opportunity to learn a little bit about him- or herself and what they value in their work environment. Narrowing down the list now

makes it much easier to apply for positions as they near graduation.

Let your student know about us!

We have been awaiting their return to campus all summer and have some great new resources. A variety of guides and links are available on-line for you to look at and share with him or her. In addition to regular staff appointments, we also hold drop-in hours for the students who just aren't ready to commit. We look forward to seeing them soon!

Student Success: Graduating with a Career

Entering into the fall of my senior year at Kenyon, I had a few major goals: I wanted to finish my International Studies major while maintaining my GPA. I also wanted to maintain my Kenyon social life. I had spent my entire junior year abroad, so had friends to catch up with, as well as commitments to my on-campus job, and to the Kenyon Women's Rugby team as one of the captains. Finally, and perhaps the most difficult to achieve, I wanted to graduate with a job. I was nervous about this because, after having spent a whole year abroad, I felt that I was behind my peers in job application research.

To resolve this, I decided to take advantage of the College's Career Development Office. I cut through Gund Commons, where the CDO is located, every morning on my way to breakfast, so during one of the first weeks of school, I stopped into the office and made an appointment for the following week. My first meeting with the CDO staff opened my eyes to the number of resources that Kenyon has available for its students and alumni. The staff helped me set up profiles and navigate a variety of career search engines. I left the office with usernames and passwords to some of the private career networks. I found my first appointment with the CDO staff so helpful that I began making weekly appointments to meet with members of the CDO staff as I continued on my job search process.

In addition to these search tools, the CDO also brought my attention to the Selective Liberal Arts Consortium, or SLAC, a program that ultimately introduced me to my current employer. SLAC is a collaborative recruiting effort between a handful of small, prestigious liberal arts colleges similar to Kenyon that gives liberal arts students the same access to recruiting companies as might be found at any large university. Through the SLAC, I researched and applied to a number of jobs in the Washington, D.C., New York, and Boston areas, and received first round interviews for one position in New York and three in Boston.

The beginning of my spring semester was a flurry of interviews, schoolwork, and research and writing to complete my senior exercise. My four initial SLAC interviews yielded two second round interviews for companies in Boston: one phone interview with a campaigning company, and one on-site with a private school. With phone etiquette coaching from the CDO, a series of phone interviews resulted in a job offer from the campaigning company as an Assistant Director for their Boston office. While I was excited by this offer, I had also just had a very promising final round interview with the private school. With only a week to accept or decline the offer, I was faced with a tough decision: the Assistant Director position was a sure thing, but I had fallen in love with the private school and knew that I would be

happier there.

Once again, I looked to the CDO for guidance. Unfortunately, none of the CDO staff had vacant student appointment times before I had to make my final decision. I sent a personal email to Allison Suflita, the Associate Director of the CDO, explaining my situation. Within the hour, she emailed me a list of potential meeting times which she had opened in her schedule just for me to come in and discuss my course of action. During our meeting, she helped me to weigh my options, think about what was best for me personally, and offered advice on how to carry out a professional conversation when I resolved to turn down the offer. A few tense weeks later, I received a job offer from the private school, which, after another meeting with the CDO, I happily accepted.

Without the CDO, I never would have been able to realize my goal of graduating with a career. The staff was accommodating, friendly, well informed, and I felt like they took a personal interest in my success in the job hunt. By the end of my job search, I felt so comfortable with the process that friends began coming to me with questions on how to best use the CDO! The CDO played a vital role in my search and success in finding a post-graduate job.

Prepared by Valerie Ernst, Class of 2012.

Upcoming On and Off Campus Recruiting

As we are winding down our preparations for your student's return to campus, we are excited to announce a few of the employers who have already committed to recruiting this semester at Kenyon.

These employers have consistently recruited from Kenyon because of the analytical, creative, and problem solving skills our students possess. If your student is looking for an internship or for a full time position come next spring, please encourage them to check our calendar in the Kenyon Career Connector for a list of upcoming on-campus interview

opportunities and information sessions. McMaster-Carr, Carney Sandoe & Associates, The Peace Corps, and Schuler Scholar Program are a few of the employers who will be visiting us this fall.

In addition to our on-campus opportunities, students will be also eligible to participate in the Selective Liberal Arts Consortium's Recruiting Days. Mentioned by our two contributors, Valerie and Trevor, these days allow students interested in a particular city the opportunity to apply to and interview with multiple organizations in that city.

This year, the Recruiting Days will be taking place:

Friday, 11/30: Chicago
Friday, 1/4: New York City
Monday, 1/7: Washington D.C.
Friday, 1/11: San Francisco

If you are interested in learning more for your student, or would like to recruit students for your organization, please visit www.slaconsortium.org.

Prepared by Allison Suflita, Associate Director. Please e-mail her with any questions at suflitaa@kenyon.edu

*Students interview at New York City
Selective Liberal Arts Consortium
Recruiting Day.*

Launch of Kenyon Career Connector

The Career Development Office has been hard at work, preparing for our second major software launch of the year.



A Symplicity product, the Kenyon Career Connector is our new on-line job bank and web recruiting system. This system replaced the Experience

product we previously used earlier this summer.

This new system is more user friendly, and incorporates more of what our office does for your student in a centralized location. Housed in the Kenyon Career Connector will be the Externship Program, On-

Campus Recruiting, Non-On-Campus Job Postings, Internships, On-Campus Student Employment, and more.

We encourage you to encourage your student to access their account information that was sent to their Kenyon e-mail address. While most of the required fields have been completed for them, they will need to have a resume uploaded in the system to apply for any position, including all on-campus student employment opportunities and externships.

If your student has not created a resume yet, they can use your guidance, our resume guide under the "Explore" section of our website and the new "Resume Builder" in the Kenyon Career Connector. They will be able to find the builder under "Resources" after logging in to <http://kenyon-csm.symplicity.com/students/>.

In addition to viewing and applying to positions, externships and internships, the site also features a calendar where students can view upcoming employer information sessions and career development related workshops.

Please have your student e-mail cdo@kenyon.edu or stop into our office if they cannot access the system.

If you would like to access this system as an employer and post positions for current Kenyon students and recent alumni, you may do so at <http://kenyon-csm.symplicity.com/employers/>. Click "Register" to create your company's profile.

Prepared by Allison Suflita, Associate Director. Please e-mail her with any questions at suflitaa@kenyon.edu

Student Success: Happy Accidents

The first week of January, 2012 felt heavy. It was to be the first week of both my last calendar year as an undergraduate student and my first year as a gainfully employed individual. Sitting in a living room with two other Kenyon seniors we prepped for our interviews at the Selective Liberal Arts Consortium. "Tell them about that time at Peirce when we argued over the definitions of 'bread' and 'cake'. It'll show them that you're thorough..." Jokes helped to undercut the pervasiveness of our own anxiety.

Upon arriving in New York City the night before, I discovered that my airline had lost my luggage and my hosts graciously offered me clothes to borrow. The following morning I stepped off a train at Grand Central Terminal, overwhelmed by the crowds, and braved the streets feeling unsure in clothes not entirely my own. I arrived early. Concluded in about fifteen minutes and including not a single question about myself, the interview was disastrous. Two attorneys talked at me about capital markets, seemingly to highlight just how little I knew about the subject. One interviewer said,

"Well, I think we're done here" and I knew she meant it. Moments before she had kindly advised me, "We aren't really hiring at the moment."

I walked out ready to head home, but happy for the exercise of a formal interview. In the lobby, however, three companies – GE, Coach, and Revlon – had set up informational tables, but were not interviewing for jobs. Nevertheless I approached each table saying, "I know all companies have lawyers. What can you tell me about careers in your legal department?" Revlon had a lot to tell. Their paralegal, I learned, would be leaving in the summer. I gave my email and résumé to the representative who promised that she would be in contact about the position. Walking away I reflected on an irony of today's job search: the firm that was "not really hiring" had wasted their time and my own with a faux interview; the company that would be hiring for a pending vacancy had not interviewed a single person.

By Spring Break I had a problem: two Skype interviews and one flight to New York City later, I had been offered the

job with Revlon as a Corporate and Litigation Legal Assistant, but with a start date that conflicted with an internship I had also been offered by a U.S. Congressman. What caused this problem would also be what solved it. For months I had petitioned Congressional offices for internships, and by April I had been offered another. Although the first required an intern for the entire summer, the second agreed to have me for the month of June. If this dilemma affords the occasion for allegory it should be this: Fishermen in idle boats never bemoan the fate of the one who has cast too many lines. That fisherman lets lines go with full equanimity, understanding that he loses and yet suffers no loss.

My experience on Capitol Hill was thrilling and during my first week at Revlon I helped close a multimillion-dollar acquisition. Both of these are accidents, but even the opportunity for accidents must be created. I hope that, with the CDO's help, more Kenyon students will afford the opportunity for accidents.

Prepared by Trevor Ezell, Class of 2012

Student Employment Opportunities at Kenyon

Is your student interested in working on campus in the future? If so, please encourage him/her to search for available student positions on the Career Development Office website, under the Student Employment link. Once students are on the Student Employment homepage, students should scroll about half way down the page to the "How to Find a Student Job" section, and follow the instructions for the **Kenyon Career Connector**.

Alternatively, students can go to <https://kenyon-csm.symphlicity.com/students/>. From the homepage, students login by entering their **Username**, (their full Kenyon e-mail address), and their **Password**, which was sent to their Kenyon email address, and then hit **Go**. After they login, they can complete the following steps:

- Under "Shortcuts" on the right hand side of the page, select **On-Campus Student Employment Jobs**.
- Select any criteria that you would

like to search for, or type in any keywords. Default is set to search all Student Employment positions. Click **Search**.

- Click on the job titles you are interested in and follow the prompts to apply* for each position.

(*The application requirements may vary for each campus employer, but students "must submit a resume" to apply for positions through the Kenyon Career Connector.)

If students do not have a resume and/or cover letter developed, it is a good idea to create them now, so that they can upload these documents when they start applying for jobs. Our guides are available to download from our website, at career.kenyon.edu.

When completing job applications, students should indicate whether they are a **Federal Work-study** or Kenyon **Institutional Work-study** recipient in their resume, cover letter or another document. Students should check the job postings, and

apply for positions frequently throughout the academic year.

If they would like to work on campus, they will need to bring appropriate identification with them to complete the **I-9 Employment Eligibility Verification** form, **state** and **federal tax** forms and the **direct deposit** form with the College. Per federal law, we must review **original** documents. **Photocopies and faxed documents are not acceptable**. Examples of the most common IDs are listed on the last page: <http://www.uscis.gov/files/form/i-9.pdf>. They must present either one item from List **A** or one item each from lists **B** and **C**.

If they are hired for campus positions, students must bring proper IDs to the Career Development Office, and complete the I-9 form, **on or before their first day of work**. They will record their hours on an online timesheet, and payment will be issued through direct deposit to their designated bank or credit union.

For more information, please contact Lisa Jones, Student Employment Coordinator, at 740-427-5165, or at stuemp@kenyon.edu.

Address

Lower Gund Commons
101 E. Brooklyn Street
Gambier, Ohio 43022

Phone

740-427-5165

Fax

740-427-5175

E-mail

cdo@kenyon.edu

Facebook

[facebook.com/KenyonCDO](https://www.facebook.com/KenyonCDO)

Our Mission

To facilitate the career success of students and alumni.

Services We Offer

- Career Assessments & Exploration
- Resume & Cover Letter Writing
- Extern Program
- Internship Search Assistance
- Job Search Tools
- Interview Preparation and Mock Interviews
- Graduate School Preparation
- Social Networking
- Custom Designed Programs
- Phone and Skype Appointments
- Student Employment Assistance

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