### Career Development Office

# CDO @ Kenyon

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### Tech and the Liberal Arts

Every so often members of the CDO staff travel to meet with alumni to learn more about the fields in which they work. There is a great diversity of career pursuits out there, and we don't know everything about all of them--we'll be the first to admit that. But we do try to learn as much as we can about as many as possible. Given the ubiquitous concern that liberal

arts majors cannot get techrelated jobs, the CDO hit the road to learn more about whether or not alumni

have succeeded in finding tech jobs (spoiler alert: they have).

The CDO teamed up with alumni in the San Francisco Bay Area to host Tech for the Liberal Arts, a reception and panel focusing on how the Kenyon education prepares students for a career in technology. Nearly 100 students and alumni gathered to discuss best practices for building a career in tech-related fields.

Judy Gilbert '91, VP of People Operations at Google, hosted the event at the San Francisco Google Office and moderated the panel. The panelists included: Olivia Watkins '09, Business Development Manager at Hack Reactor; Will Valentine '97, VP and Head of Corporate Communication and Public Relations at Pandora; Ginger Larsen '06, Business Development and Partnerships Manager at Storm8; and Paulo Ribeiro '99, Marketing and Communication Strategist at West. Not one of the panelists furthered their education after Kenyon.

The students that attended the event had the opportunity to meet alumni working in a variety of careers in San Francisco. One student traveled

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Kenyon alumni and students gather at Google on January 9, 2014.

all the way from New York to attend—and he made valuable use of his time asking questions and learning from as many alumni as he could during the 3+ hour event.

During the panel and discussion, all alumni agreed that moving to the center of the technology field—in this case, San Francisco—is a necessary step to building a career in technology. It will allow you to learn the language of the tech careers, meet the movers and shakers, and be able to capitalize on opportunities as they present themselves.

Olivia Watkins '09 described how partaking in allstu and allemp debates taught her to make clear, concise arguments, and especially how to do that with emails (a valuable skill).

Paulo Ribeiro '99 suggested to do something new. If you succeed, great. If you fail, also great! He said that since the field of technology is changing so rapidly, many ideas will fail, but that's okay; it's the nature of the business. Learn to accept it and move on.

Finally, be adaptable. Since the

industry is always changing, you may need to learn to work with new software, in different positions at a company, and with various

skill sets. Adapting is how you survive. True in the animal kingdom, true in the technology industry.

The moral of the story is this: alumni know their industries and are willing to share their knowledge. Kenyon prepares you to work in almost any field and to adapt quickly. The trick is understanding the field, and knowing where to look to find that first door in which you can stick your foot. If you need help learning more about specific industries and where to find these doors, that's where the CDO comes in. Read the full story about our trip to LA and San Francisco on the CDO blog: blogs.kenyon.edu/the-landing/

**Prepared by** Lee Schott, Assistant Director schottlc@kenyon.edu

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### Weather not a match for students at SLAC

Kenyon students and their peers waiting to be called back for their interviews at the Selective Liberal Arts Consortium's New York City Recruiting Day on Tuesday, January 7th.



Kenyon has been a proud partner of the Selective Liberal Arts Consortium for 24 years, and in that time, has assisted with organizing recruiting events for students and alumni in Chicago, Boston, Philadelphia, San Francisco, Washington D.C. and New York City.

The wind, snow and below freezing temperatures were no match for students who participated in this year's Recruiting Days that were held in New York City and Washington D.C. in January.

Students came bundled and well prepared to meet with 22 employers in New York, and 25 employers in Washington D.C. Employers that were interested in these liberal arts students came from the education, health care, finance, legal, management and non-profit sectors.

Due to the threat of severe weather, the Consortium made the difficult decision to cancel the New York Recruiting Day scheduled for

Friday, January 3rd, and rescheduled the event for Tuesday, January 7th. More than half of Kenyon students slated to participate were able to attend the rescheduled day. Employers promised to follow up with those students who could not attend the make up event, and those students were also given the contact information for recruiters with those organizations, so they could be proactive in their search.

Earlier this academic year, the Consortium piloted a new program, organizing a Virtual Fall Career Fair. This event allowed students from not only Kenyon College, but from the other 12 partner schools that make up the Consortium, to connect with recruiters from the non-profit and profit sectors.

Kenyon College had the most students register and participate in the event, proving that providing oncampus opportunities to connect with employers off campus is both wanted and needed.

The Consortium is gearing up for our next program, which is a Spring Virtual Recruiting Fair. This year, the resume drop is being held from March 31- April 7. Employers will be able to post both full-time and internship positions, solicit for resumes, review submitted applications from all partner schools and select students to interview on their time. There is still time to register for this event, so if your organization is interested, please contact Allison Suflita at suflitaa@kenyon.edu or Sarah Sultzer, Recruiting Coordinator for the Consortium at ssultzer@haverford.edu.

**Prepared by:** Allison Suflita, Associate Director of Career Development

# Summer Internships: An Update

As we near Spring Break, the Career Development Office has been meeting and working with many students looking to secure internships for this upcoming summer.

Our office has once again embarked on Internship Quest, seeking internship opportunities from Kenyon Alumni and Parents that we can help connect students to. This spring, we are forwarding those opportunities to more than 250 students. Responses have been high, and we appreciate the quick responses and enthusiasm of both parents and alumni who have worked to provide such positions for this student population.

In addition to our Internship Quest program, Kenyon College has recently announced the creation of the Kenyon College Summer Internship Stipend Fund. This pilot program is being launched to address a specific concern: to provide students who cannot otherwise afford to accept unpaid internships with the option to accept them. The fund will provide a small number of students with the necessary living expenses in the city/area they will be working. Prioritizing students with high financial need, this fund will cover food, lodging, and transportation for students while on the internship.

Applications are due March 14th. You and your student can access the eligibility requirements, stipend application information, and the application itself through our website: http://career.kenyon.edu. All information is available in the navigation under "Internship Stipend." Accepted students will be notified on April 15th.

Please continue to keep our office in mind if your organization is seeking interns for this coming summer, or if you have a full time position to post for our soon-tobe graduates.

**Prepared by:** Allison Suflita, Associate Director of Career Development

# Networking in New York

On Wednesday, March 5th, the Career Development Office will be hosting a panel discussion, followed by a networking reception for students interested in, and alumni working in the fields of advertising, marketing, public relations and communications.

With special thanks to a current Kenyon parent, we will be hosting the event at Ogilvy and Mather. The panel discussion will begin at 4:30pm, and is featuring the following individuals:

 Holden Rasche K'10, Copywriter at Ogilvy & Mather

- **Jan Guifarro K'73,** VP Corporate Communications at Colgate-Palmolive Co.
- Rohini Pragasam K'90, Director of Public Relations at Kirkland & Ellis LLP
- Claire Behar P'14, Managing Director at Omnicom
- **Sari Lewis,** Analyst, Human Resources at Ogilvy & Mather

Hors d'oeuvres and drinks will be served immediately following the panel and business attire is encouraged for students. The registration link was sent to seniors, juniors and sophomores at the beginning of February. If you are the parent of a first-year student who is very interested in pursuing this type of work for an internship, please have your student follow up directly with Leslie Harding, at hardingl@kenyon.edu.

We look forward to a wonderful evening of insight and conversation!

**Prepared by:** Allison Suflita, Associate Director of Career Development

### Junior Networking Event on Campus

On Friday January 31st, the Junior Class Committee and the Career Development Office hosted an evening of conversation and connection. Twenty-six alumni attended the networking event and shared their experiences with over fifty current juniors.

Larae Schraeder '97, President of Alumni Council, welcomed the attendees and shared her insights into the importance of networking. Howard Edelstein '68, member of the Kenyon Fund Executive



Committee, also shared his thoughts on entering the professional world after Kenyon. He discussed networking etiquette and encouraged students to reach out to alumni for advice and guidance.

The students and alumni mingled over hors d'oeuvres and students were able to put the advice into practice. Positive feedback was heard from both the alumni and students who were excited to have this networking opportunity on Kenyon's campus.

**Prepared by:** Leslie Harding, Associate Director of Career Development

### Ask A Grad Series Launched!

The Career Development Office is excited to announce the launch of the Ask A Grad virtual webinar series. Understanding the importance and power of connecting with alumni, we developed this series to provide students with access to alumni in a wide range of industries.

On Monday, February 24th we kicked off the series with Samie Falvey, K'96, who is the Executive Vice President of Comedy Development and International Scripted Development at ABC Entertainment Group. At ABC, Ms. Falvey and her team helped launch "Modern Family," "The Middle," and many others. Forty students attended the event, and were able to get some of their biggest questions about the entertainment/television industry answered.

Ms. Falvey took the time to talk about her career path, and how it began with connecting with another Kenyon alum in Los Angeles. The CDO and students were able to get tips on how to find and apply for internships, what type of education is really needed to succeed, and how to make the most of their time at Kenyon.

Our next confirmed alumna is Linda Konop, K'98. As a Social Media Specialist at Johnson & Johnson, Ms. Konop will be addressing how to break in and stand out in this growing industry. Her talk will take place on Wednesday, March 26th at 6:00pm.

Our office is excited to add more names to our series! Featured events such as these can be found on our website at http://career.kenyon.edu.

**Prepared by:** Allison Suflita, Associate Director of Career Development

# Original Copies Needed for Employment On Campus

Is your student hoping to work on campus this semester but has never worked on campus before?

If so, he/she will need to bring his/her ORIGINAL I-9 verification documents into the Career Development Office, enabling them to start working as soon as they secure a job. As with any job in the US, students must complete the Federal I-9 and present identifying documentation to our staff within 3 days of their first day of work. The whole process goes much smoother if a student has the proper documentation with them on campus when they are offered a job.

Copies of the acceptable forms of identification are displayed in the table to the right will not be accepted.

Student employees of the college will also be asked to fill out the federal and state tax withholding forms and complete a direct deposit form.

Available positions will be listed in the Symplicity system located on the Career Development Office website, at <a href="http://kenyon-csm.symplicity.com/students">http://kenyon-csm.symplicity.com/students</a>.

			yees may present one selection from Lis one selection from List B and one select		from List C.
	LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	1D	LIST C  Documents that Establish Employment Authorization
2.	U.S. Passport or U.S. Passport Card Permanent Resident Card or Alien Registration Receipt Card (Form I-551) Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine- readable immigrant visa		Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address     ID card issued by federal, state or local government agencies or entities,	,	A Social Security Account Number card, unless the card includes one of the following restrictions:  (1) NOT VALID FOR EMPLOYMENT  (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION  (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
4.	Employment Authorization Document that contains a photograph (Form I-766)		provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	2.	Certification of Birth Abroad issued by the Department of State (Form FS-545)
5.	For a nonimmigrant alien authorized to work for a specific employer because of his or her status:		School ID card with a photograph     Voter's registration card	3.	Certification of Report of Birth issued by the Department of State (Form DS-1350)
	a. Foreign passport; and     b. Form I-94 or Form I-94A that has     the following:     (1) The same name as the passport;		U.S. Military card or draft record     Military dependent's ID card     U.S. Coast Guard Merchant Mariner     Card	4.	Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
	and  (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		Native American tribal document     Driver's license issued by a Canadian	-	Native American tribal document U.S. Citizen ID Card (Form I-197)
			government authority  For persons under age 18 who are unable to present a document listed above:		Identification Card for Use of Resident Citizen in the United States (Form I-179)
6.	Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form 1-94 or Form 1-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		School record or report card     Clinic, doctor, or hospital record     Day-care or nursery school record	8.	Employment authorization document issued by the Department of Homeland Security

For more information, please contact Heidi Norris, Student Employment Coordinator, at (740) 427-5165, or at stuemp@kenyon.edu.

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#### Website

http://career.kenyon.edu

#### **Facebook**

http://facebook.com/KenyonCDO

#### **Twitter**

http://twitter.com/KenyonCDO

#### theLANDING

http://blogs.kenyon.edu/the-landing/

### **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
- Custom Designed Programs
- Phone and Skype Appointments
- Student Employment Assistance

