Greetings Parents!

Another summer has flown by and we are excited to see students in Gambier again. Our staff has been busy this summer working with new employers and developing programs to give your student the best possible opportunities we can.

In addition to the work we have been doing, we hope your student has taken advantage of his/her time this summer to develop skill sets and gain experiences that will help them post-Kenyon. While summer work and internships are valuable, he/she should be continuing to think about his/her plans throughout the academic year.

The CDO staff has prepared the following list of career-related activities relevant to each year your student is here at Kenyon, to assist him/her in developing career goals and building experience.

First-Year Students
- Consider what you want to get out of your college education and experience.
- Make a schedule for your first year. Plan when you will be in class, time for studying, and working on campus.
- Find an on-campus job through Symplicity and Student Employment.
- Maintain a good academic record by getting to know faculty and making use of their drop in hours.
- Meet with a CDO Advisor.
- Begin exploring career options, by taking career and interest assessments.
- Participate in a 3-5 day externship over Winter Break or Spring Break, job shadowing a volunteer in a field you are interested in.
- Follow the CDO on Facebook and Twitter for the latest career advice and job/internship opportunities.

Sophomores
- Declare a major.
- Make an appointment with a CDO Advisor to consider where your interests may lead.
- Update your resume and have it reviewed by the CDO or Writing Center; begin drafting a cover letter.
- Attend employer information sessions and CDO workshops.
- Work toward a leadership position in an extracurricular activity.
- Do another externship.
- Begin establishing a network through personal contacts, LinkedIn, and the Kenyon Career Network (KCN).
- By winter, be looking for a summer internship.

Juniors
- Participate in an off-campus studies program.
- Make an in-person (or Skype if abroad) appointment with a CDO Advisor to review your plans and update your resume.
- Practice “selling your skills” in a mock interview with a CDO Advisor or KCN Volunteer.
- Conduct informational interviews with KCN volunteers and other professionals in your desired field.
- Learn about graduate school programs; programs that support your career goals, institutions that offer desired programs, entrance requirements, and timelines.

Seniors
- Attend CDO programs such as Senior Orientation, workshops, career panels, and information sessions.
- Get information on dates and programs for both on- and off-campus recruiting opportunities.
- Meet with a CDO Advisor for assistance with applications.
- Apply to graduate school programs.
- Continue networking.
- Keep a record of all applications and current statuses.
- Follow up on all interviews with thank you notes or emails.
- Report job offers, graduate school offers, and acceptances to the CDO.

We look forward to assisting your student this upcoming fall and spring. Let the 2013-2014 Academic Year begin!
Today, we are two weeks away from the start of Fall classes. I remember wanting to get back to campus to see friends and get my hands on the syllabi which would dictate my social life for the next 16 weeks.

Now an associate director here in the Career Development Office, I get to do the same thing. Instead, now I get to catch up with employers whom I work with to recruit your student, and coordinate schedules throughout the fall and spring that coincide with academic commitments and recruiting deadlines.

Is on-campus interviewing just for seniors? More often than not; however, we do have employers that recruit for internships as well. Also, if an organization hosts an information session the night before, it is typically open to all class levels—not just for those that have an interview the following day. It’s a great opportunity for your student to gain exposure to different industries and hiring practices, well before they need to begin the search process itself.

This semester is booking up fast! We have several returning employers and one new one thus far. We encourage your student to check out our Calendar (through http://career.kenyon.edu), which will have all of the details regarding upcoming information sessions. Some of the employers we already have lined up include: Peace Corps, Morningstar, McMaster-Carr, Cambridge Associates, and Carney, Sandoe & Associates. There are several more organizations I have been in communication with that just need to firm up dates.

In addition to on-campus interviewing and information sessions, Kenyon College is a proud member of the Selective Liberal Arts Consortium which organizes Recruiting Days in four cities: Chicago (12/6/13), New York City (1/3/14), Washington D.C. (1/6/14), and San Francisco (1/10/14). Employers are beginning to register for this event where they have the opportunity to interview not only candidates from Kenyon for full-time and internship opportunities, but from the other 12 highly selective liberal arts institutions that make up the consortium as well.

If your organization is interested in interviewing, either on-campus at Kenyon or through the Selective Liberal Arts Consortium, please get in touch with me at suflitaa@kenyon.edu or by phone at (740) 427-5165. I would be more than happy to elaborate on the process of pre-selecting students and provide an overview of the day.

In addition to recruiting, we are ready for the first workshops of the year. This is exciting with the movement of Maureen Tobin, Graduate School and Preprofessional Advisor, into our office from Academic Advising. Within the first month on campus, we will be hosting the following workshops:

**Senior Orientation:** This program is an overview of all the career development resources available to seniors throughout the year and as an alumnus/alumnae of Kenyon.

**Considering Graduate School:** Information regarding application processes and timelines, depending on your student’s path.

**Extern Program:** This job shadowing program is a must for students of all class levels, looking to explore different career paths over winter break or spring break.

**SLAC Workshop:** Tailored to provide information from the CDO and share past participant perspectives regarding the regional recruiting days.

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

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**The CDO’s Newest Staff Members**

The Career Development Office is excited to announce our two newest staff members. Babette Cichanowicz and Jennifer Sanders joined the CDO on August 6th as our Administrative Assistants.

Jennifer received her BA in Business Administration from Malone University in 2009. Babette was most recently employed at Hospice of Knox County, where she worked as an Executive Administrative Assistant. She brings with her over 10 years of administrative support experience.

Both look forward to the opportunity of meeting your student and pointing them in the right direction when it comes to the Career Development Office.
Leadership skills developed from involvement in student organizations are valuable and (more importantly) transferable! Employers are interested in candidates with critical thinking skills, effective communication skills, initiative, integrity, demonstrated leadership ability, and adaptability just to name a few.

Being involved in campus organizations allows students to put these skills into practice. Planning a campus-wide event, writing for the school newspaper, or being captain of the tennis team are all experiences that can be translated onto a resume or referenced in an interview.

As part of the CDO’s many services to students, we offer resume review and interview coaching. If the student has a specific position in mind, we can help them effectively communicate the value of their leadership experiences and how those experiences are relevant to the job description.

Encourage your student to get involved early and to seek leadership opportunities at Kenyon.

As securing summer jobs and internships continues to become increasingly competitive, being involved on-campus is something students can do throughout the academic year to gain leadership experience and develop skills.

There is also the possibility that something begins as a hobby develops into a life-long passion!

Prepared by Leslie Harding, Associate Director of Career Development.
Student Employment Opportunities at Kenyon

Is your student interested in working on campus this academic year? If so, please encourage him/her to search for available student positions in Symplicity. From the Career Development Office website, your student can click on “Student Employment” → “Students” → “View Student Job Postings.”

On the Symplicity homepage, students login by entering their Username, (their full Kenyon e-mail address), and their Password. If a student has never logged in before, his/her password would be KenyonYYYY (with the Y’s being replaced by his/her full graduation year) 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 Symplicity.)

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 http://career.kenyon.edu.

When completing job applications, students should indicate if 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. A list of accepted documents are listed on page 9 of the I-9 form and can be found at http://www.uscis.gov/files/form/i-9.pdf.

Once a student has accepted a position, they must bring proper IDs to the Career Development Office, and complete the I-9 form, on or before their first day of work and within three days of their start. 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 Heidi Norris, Student Employment Coordinator, at (740) 427-5165, or at stuemp@kenyon.edu.

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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
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- Student Employment Assistance

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