Wrapping Up 2012-2013

The Career Development Office may be in just as much shock about how quickly this year has gone by as you are.

When the academic year began 259 days ago, we had high aspirations to increase student engagement in all services of our office. This included having more students test drive careers through externships and internships, as well as making sure that all seniors have visited our office at least once this year.

The article on Page 3 details the successes of our Externship Program which took place in September.

Internship Quest this year was also very successful. We are grateful to the Kenyon Alumni who generated over 110 internships, and to the parents who generated over 25.

Spanning all industries and regions, these notifications provided Kenyon students with the opportunity to gain practical, hands on experience.

On-campus recruiting activities also increased this year. Seven new employers visited campus this year for information sessions/tables, which were the direct results of successful Kenyon hires last year. Sixty-three Kenyon Seniors took advantage of on-campus interviews this year, with organizations seeking candidates to fill roles in education, law, consulting, management, and non-profits. We were also made aware of several offers that were presented as a result of these initial on-campus interviews.

We have enjoyed celebrating these victories with our students, especially on a personal level. This year, we made a valiant effort to meet with every single member of the Class of 2013. As of May 13th, 324 seniors have either met with a counselor directly, or have notified us about their “Life After Kenyon” plans, which is nearly 79% of the total class, and an increase of 29% from last year.

This summer, we will have the time to look back and see what worked and what did not. The entire Career Development Office staff is committed to continually innovating, to ensure we are delivering the best career development resources and opportunities for your student. If you or your organization are interested in being involved with our office in any manner, please contact Allison Suflita at suflitaa@kenyon.edu.

Farewell Diane!

Kenyon College and the Career Development Office have been blessed by the presence of Diane Devlin since 1986. For the past 27 years, Diane has been an integral part of the team that works to help prepare students for life after Kenyon.

A backbone behind the scenes, Diane has utilized her knowledge, experience and abilities into coordinating successful programs and services. Her ability to manage the intricacies of the Extern Program, for example, has allowed thousands of students over three decades to pursue externships, giving them the chance to gain valuable insight into what career paths are right—and wrong—for them.

Diane’s dedication to this office will truly be missed. She will be with the Career Development Office through the end of June 2013.

Congratulations on your retirement Diane!
On Monday March 4, 2013 the Career Development Office and the Washington DC Regional Alumni Association hosted “Pathways to DC”, an evening of networking for area alumni and current students.

The event was held at the National Press Club in downtown Washington DC with over 80 alumni and students in attendance. The evening began with a panel discussion, consisting of five alumni, who discussed their career paths after Kenyon.

Pictured to the left from left to right, Nagwa Hultquist ’82, Paul Singer ‘88, Joseph Lipscomb ’87, Jason White ‘01 and Jack Killen ’71 brought a wealth of knowledge regarding a variety of different industries including finance, journalism, medicine, and law. Students and alumni were able to ask questions to the panelists regarding their careers and working in Washington DC in general.

After the panel discussion, students and alumni took advantage of the opportunity to network and mingle over hors d’overs. There was also a raffle prize of Kenyon goodies!

This was a great event we hope to mirror in other cities to grow the Kenyon connection.

Thank you to all the attended and a special thank you to our alumni panelists.

Prepared by Leslie Harding, Associate Director

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Career Development goes Social

As various forms of social media grow progressively more popular, employers have begun to use websites like Facebook and twitter to aid in the recruiting process. Social media can help organizations gain insight about potential employees and screen for quality in large applicant pools. Most Kenyon students interact regularly with social media, and the CDO thought it was time we hopped on the bandwagon.

The Career Development Office already has a Facebook page and recently launched a Twitter account to increase visibility and communication with the student body. Many prestigious institutions like Kenyon have career development centers that are adapting social media using Twitter, Facebook, and YouTube, and—in addition to our other social media channels—to connect with students.

We know Kenyon students are multitalented multitaskers who do not always have a lot of free time. Being connected with the CDO through social media means they can get updates on job and internship postings, employer information sessions, and other career development programs directly while out and about on campus, or at 3:00 am after they wrap up their latest assignment.

The CDO is also excited to launch a brand new blog this summer; it will serve as a database of career advice from three of our expert staff members and guest bloggers for Kenyon students as they navigate the job and internship market.

As well as connecting with students and employers in new and creative ways, the CDO hopes our social media presence can serve as a positive example for online etiquette, especially when communicating with employers.

More and more, the way someone acts online is just as important as how they present themselves in person. We know all our Kenyon students are smart and capable, and we’re here to help make sure employers think so too!

Prepared by Elizabeth Cheever, CDO Intern
Keeping up the Momentum

The Career Development Office saw an upswing in student appointments from all class levels this past spring semester, eager to know what it would take to figure out the right major, land the perfect internship or secure a job for after graduation.

We hope that it did not stop there. Over the summer, your student should continue to network within his or her own network, in addition to utilizing the Kenyon Career Network and LinkedIn. Any member of our staff can assist your student in accessing his or her KCN profile or creating a LinkedIn account for the very first time.

In addition to networking, your student should also be reflecting on the experience he or she is currently partaking in. Whether your student is improving his or her leadership skills by working the same summer job they have for the past two summers or taking on a new role as an intern, it is important for them to take note of the situations they are experiencing and skill sets they are developing. This helps students enhance their resumes right before returning to campus, and assists recent alumni in keeping current their resume for networking opportunities.

If your student is seeking further advice, the Career Development Office will be open throughout the summer. Please encourage your student to schedule an appointment online, and indicate if the appointment will be over the phone or via Skype if he or she is not on campus.

Have a wonderful summer!

Another Successful Year for the Extern Program!

Externships are great at helping your undecided student figure out what they want to do (or don’t want to do) and assist your decided student in finding professionals in their chosen field. The Kenyon College Extern Program is one way in which we help connect students with Kenyon Alumni, Parents and Friends of the College in various fields such as business, education, journalism, law, government, heath care, public policy, public service, the arts, and more.

The benefits of this year’s program were immense. There were 44 students who shadowed and networked Extern Hosts all over the country in many different occupations – the Smithsonian Institution, Christie’s Auction House, the World Bank, USAID, Council on Hemispheric Affairs, New York Times, Deloitte, Stonehenge Management, Toyota, General Mills, Horn Book Publishing, USA Today, GEMS Education, and various hospitals & law firms.

Want to encourage your student to participate? Our informational programs are held early in September, which review the entire process of choosing and contacting a potential Extern Host.

The program is open to all students, all four years, as opposed to some internships that require students complete a minimum of 1-2 years of academic study. Organizations/employers that don’t have any internship program often can accommodate job shadowing – which is a great way to get a company name and experience onto a resume! We’ve also heard from several students, about how their externships helped them land the position they are pursuing post-Kenyon. You can find some recent examples here.

Some key things to note:

- Students commit by signing a Waiver Form to participate if hosted.
- The dates of the 2013-14 Extern Program are: Monday, January 6 - Friday, January 10, 2014 and Monday, March 3-Friday, March 7, 2014 and/or Monday, March 10 -Friday, March 14, 2014.
- Transportation and housing are the student’s responsibility.
- Students are highly encouraged to review the Extern Program website in detail (http://career.kenyon.edu) under “Gain Experience” and direct any inquiries to cdoextern@kenyon.edu or call (740) 427-5165.

Interested in perhaps being an Extern Host? We’d love to hear from you! Please contact Karen Sheffield, Assistant Director at cdoextern@kenyon.edu.
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 Symplicity system.

Alternatively, students can go to http://kenyon-csm.symplicity.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 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. 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 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
- Phone and Skype Appointments
- Student Employment Assistance

Visit us online:
career.kenyon.edu