



Success...Plan for it!

an IU Southeast e-newsletter

Career Services Newsletter

February 2010

Something for everyone!

Notes from the Director

Career Services will be hosting events for students' career and employment needs every week for the next several weeks. HR Professionals will be on campus to review your resume. Non-profit organizations will share volunteer opportunities – a great way to network in your area of interest. Employers with part-time positions will be seeking employees. Get tips on the basics of professional dining etiquette and networking techniques. See the 'Upcoming Events' section of this newsletter for details or call (812) 941-2275.

UPCOMING EVENTS!

Cap & Gown Sale – Wednesday & Thursday, February 17 & 18, 2010, 10:00 am – 5:00 pm, Bookstore Lobby – Herff Jones will be selling caps & gowns, graduation invitations and IU rings. One-stop shopping for all your May 10 Commencement needs.

Job Fair for Part-Time Jobs – Wednesday, February 24, 11:30 – 1:30, University Center, Ground Floor Hallway – Interact with local area employers for part-time jobs. Free and open to all students – bring resumes -- dress is business casual.

Café Resume – Wednesday & Thursday, February 24 & 25, 2010 in the Bookstore Lobby outside the coffee shop – Professional HR representatives from local employers review resumes & offer suggestions.

Networking Event for Employer Connections – Friday, March 5, 2010, 8:00 am – 1:30 pm in Knobview. Learn how to meet & greet with employers in social settings. The cost is \$10. RSVP to 812-941-2275.

Volunteer/Internship Fair – Thursday, March 11, 2010, 11:30 am - 1:30 pm, Hoosier Room – Get a FREE LUNCH and learn about volunteer and internship opportunities with local non-profit organizations!

Education Job Fair – Thursday, March 11, 2010, 4:00 – 6:00 pm, Hoosier Room – Open to anyone interested in teaching, counseling, subbing, etc.

Business & Industry Job Fair – Thursday, April 1, 2010, 6:00 – 8:00 pm, Hoosier Room

Stay tuned...Check out the Career Services website for more information regarding these events or to keep up-to-date on news and upcoming events.

[Link to Career Services...](#)

INTERNSHIP CORNER:

Still thinking about a spring internship? It's not too late! To get started, contact **Rosie Shannon** at 812-941-2277 or roshanno@ius.edu.

Internship Tips

New intern? Here's how to "goof-proof" your brand-new internship position— please be aware of these rules to ensure you are making a positive impression with your fellow co-workers and supervisors: turn off your cell-phone, be proactive at work (take the initiative and stay one step ahead of your plan), and keep all working relationships on a professional level. Following these simple rules will create a lasting impression with your employer!

Click [here](#) for link to Internship Tips article!

CAREER SUCCESS WORKSHOPS!

February 16, 3:00-5:00 pm, CV 209
Employment interviewing, specifically behavioral interviewing, will be covered, as well as salary negotiation.

February 23, 3:00-5:00 pm, CV 209
This session will cover success the first year on the job. (This will be a short session since students taking the course for credit will have their final exam.)

For more information about these workshops, email Professor Trent at shelly.trent@shrm.org.