

Guidelines

Did You Know...? There is a site that provides all the information you need to decide if you want to live/work in a foreign country. Comprehensive resources for 30 foreign countries include cultural and interviewing advice; resume guidelines; work permits and visas; financial considerations; business and networking groups; industry and employment trends; job search resources; and more. Find 'Going Global' listed in 'Online Resources' under 'OCC Resources' on our home page: www.williams.edu/go/careers.

Volume IV, Number 3

■ From the Director

John Noble

Winter Study Fieldwork Class The Psychology of the Workplace

Williams Alumni as instructors . . . it's not too late to consider doing this special winter study. Would you like to spend your winter study shadowing a Williams alum and doing fieldwork? For the past three years students have spent January studying and exploring a variety of career fields by doing mini-internships in many areas, including the arts, television, film, government, politics, energy, architecture, advertising, public relations, publishing, theater, music, journalism, technology, sports, among others. There are still alumni sponsors who have not been matched with students, so, if interested, please come talk with John Noble at the OCC.

■ OCC Online

NEW – 1st Jobs for Seniors

1st Jobs for Seniors offers alternatives for those seniors who are stuck in their career search.
(www.williams.edu/go/careers/first_job)

Williams Alumni Database

You will notice alumni profiles inserted throughout the OCC website. They were selected from the more than 25,000 alumni

Office of Career Counseling

Weston Hall > 413.597.2311
www.williams.edu/resources/occ

Office hours: 8:30-5:00
Monday to Friday
Walk-in hours:
10:00-4:00
Monday to Friday

in the Williams Alumni Database (www.alumni.connections.com/williams/). They can give you advice on where and how to look for a summer internship or a permanent job in their field. They'll give you the straight story on what the job, the company, or the industry is all about. You can discover new trends in the industry and turn that information into good interview questions. Some advisors will be able to tell you what to include on your resume to impress recruiters. These advisors can't create jobs, but they can give you all the information you need to get a good start on creating your own. And, utilizing the Williams Alumni Database is the best way to begin your networking.

Once you are in, you can search by job type, geography, class, and more. Each advisor's profile will give you contact information. Some will be willing to schedule a meeting with you by phone or during one of your breaks. Make contact even if you are too shy to call! Email or write a letter. (See our how-to guides for emails (www.williams.edu/go/careers/emails.php) and letters (www.williams.edu/go/careers/letters.php) in the How-To section of our website.) Networking cannot begin until you make contact.

Online Career Libraries!

Can't make it into the OCC to visit our library? That is not a problem because most of the information in our library is also available online using our online resources. Vault.com is a particularly useful site, as are Spotlight on Careers and Wetfeet. You will find these resources on our 'Online OCC Resources' page that you can link to from the 'OCC Resources' drop-down menu on our website (www.williams.edu/go/careers/online_resources.php). Info about career fields, pay, insider tips, and more are parts of each database and are easily searchable. Take advantage of these resources 24/7 and you'll put your search into high gear.

Assess Yourself!

Are you curious about all your possible career options? Are you totally undecided about what you want to do after Williams? Well, you're not alone. One fun activity to get you started on narrowing your options toward a career direction is to complete the FOCUS Program. This is an online career assessment tool that will help you examine your career interests, skills, values, and personality – and give you a detailed list of job titles that may be of interest to you. More than 600 Ephs have used the FOCUS Program to start the career exploration process. To find the program go to our website, click on 'Career Exploration', and then 'FOCUS Program' (www.williams.edu/go/careers/career_focus.php).

■ Advertising & PR

Robin Meyer, counselor

In The OCC Library:

The New Rules of Marketing and PR by David Meerman Scott

Guerrilla Advertising by Gavin Lucas and Michael Dorrian

Hey Whipple, Squeeze This: A Guide to Creating Great Advertising by Luke Sullivan

Truth, Lies and Advertising by Jon Steel

■ Arts & Entertainment

Ron Gallagher, counselor

The Williamstown Theater Festival

The Williamstown Theater Festival offers summer internship opportunities for aspiring actors, directors, technicians, and administrators. Summer Interns assist top directors, designers, and administrators, often leading to further work in New York City and regional theaters across the country. For more information, go to www.wtfestival.org/jobs.



Williamstown
North Adams

Interested in writing for the screen?

To get a better sense of how your favorite films and television shows look on the page, try reading their scripts. Sawyer Library carries many screenplays and television scripts; just check out call numbers beginning with PN 1997.

The NFL is hiring now.

Summer Interns will be placed in a specific department at the NFL, while post-graduates will rotate through multiple departments, spending six to 12 months in each. Both positions offer a great behind-the-scenes learning experience in the business of professional football. Apply online at www.nfl.apply2jobs.com.

■ Book & Magazine Publishing

Robin Meyer, counselor

This is a great site! Check out Ed2010.

"A community of young magazine editors and magazine-editor wannabes who want to learn more about the industry so we can fulfill our dreams of landing top editing and writing positions in the magazine industry." Website includes current internship postings from famous companies. (www.ed2010.com)

■ Business

Robin Meyer, counselor

Is Business School (an MBA) in Your Future?

Are you interested in going to business school? Join us to learn about the pros and cons of getting an MBA. Hear all about the admission process and learn about valuable resources to guide you along the way. Join us on Tuesday, **November 10**, 7:00 p.m., in Weston 10.

■ Consulting & Finance

Robin Meyer, counselor

If you're interested in a career in finance, **OneWire Financial** is a great online networking tool. Investment banks, hedge funds, private equity firms, and many other types of financial organizations use the site to search for candidates to fill positions. Create a profile at www.onewire.com/.

Juniors! It's time to gear up for summer internships in finance and consulting.

Make an appointment with Robin in the OCC to help you get started.

■ Education & Teaching

John Noble, counselor

Preparing for the Teaching Job Market – ATTN: Jrs, Sophs & Frosh!

By now many seniors have considered teaching as an option immediately after graduation, and have attended the info sessions held by Teach for America, Carney Sandoe Associates, and Search Associates. But, what about info for Juniors, Sophs, and Frosh who would like to explore teaching? Those with actual classroom experience, in addition to coursework, will be the best candidates for an increasingly competitive job market. There are many ways to get good teaching experience while at Williams and during the summers. Here are a few specific resources to tap:

On-Campus Opportunities: If you are interested in teaching at the high school level, check with your favorite faculty members about teaching assistant positions. These will give you the chance to understand what goes on behind the scenes, and you may be able to assist in teaching review sessions, grading papers or problem sets, and assisting in the lab. It also provides you with the potential for receiving an excellent letter of recommendation.

Becoming a Writing Tutor or tutor in any of the academic departments is another way to get relevant experience. Those interested in art and art history have a chance to help in the education department of WCMA.

Off-Campus Opportunities: There are numerous options to volunteer at local schools in the Williamstown area. The Program in Teaching website outlines these in great detail so please visit that page at: www.williams.edu/resources/teaching. In short, however, you may get experience at all grade levels, tutoring, and teaching.

Summer Opportunities: Get paid while getting wonderful experience in the classroom by working for a summer school or an academic summer camp. Yes, camp counseling is also an option, however, getting experience with curriculum development through teaching in a subject area will look even better on a resume and give you a better idea of what teaching is really like in the classroom. The Program in Teaching website has a number of summer teaching options listed. Also, you can find many, many more on the OCC Education Resources page: www.williams.edu/go/

Guidelines

Diane Perault, Editor

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November 2009

Guidelines is a publication of OCC for all Williams students to provide information about career related resources, programs, and information from all across the College. The newsletter is a collaborative effort among many offices and is published bi-weekly.

careers/education_resources.php. There are summer schools based at most independent schools each summer. Additionally, there are enrichment programs such as the Exploration Junior Program that spring up each summer looking for summer teachers and counselors. One more source for summer internships in the education field is Idealist.org. By tapping their search engine, you will find hundreds of summer internship listings. Of course, there is the UCAN database on our Route 2 System that you should check, too.

Finally, to get a personally guided tour through all the options, make an appointment to talk with John Noble at the OCC. It's relatively painless and we guarantee that you'll leave with some concrete ideas of what to do to find the perfect summer teaching job.

■ Environment

Jane Cary, counselor

Sustainability

As promised last month, here are a few more websites of energy associations, environmental job sites, and businesses that promote sustainability. Check them out:

U.S. Green Building Council – Career Center: careercenter.usgbc.org/home/index.cfm?site_id=2643

Northeast Sustainable Energy Association: www.nesca.org/

Cool Climate Jobs:
www.coolclimatejobs.com/

Careers in Wind (American Wind Energy Association): www.careersinwind.com/

The Energy Coalition:

www.energycoalition.org/contents/about-us/Job-Opportunities.aspx

International Energy Agency:

www.iea.org/about/job.asp

Earth Turbines:

www.earthturbines.com/hiring/current.html

Treehugger.com: www.treehugger.com/

Center for Clean Air Policy:

www.ccap.org/index.php?component=pages&id=11

The Alliance for Climate Protection:

www.climateprotect.org/us/about-the-alliance/

Want some more information about Environmental Health Sciences careers?

"Complex interactions between human genetics and our physical surroundings can give rise to a variety of diseases and health conditions – including asthma, cancer, and food poisoning. Environmental health professionals improve public health by focusing all their efforts on identifying and addressing these environmental risk factors." Find the rest of this informative blurb here: www.explorehealthcareers.org/en/Career.47.aspx, and then check out career opportunities at the National Institute of Environmental Health Sciences of the NIH here: www.niehs.nih.gov/careers/.

Government & Public Policy

Dawn Dellea, counselor

Air Force ROTC will be in the Paresky Student Center on Tuesday, **November 10** from 11:00 a.m.-1:00 p.m.

U. S. Marine Corps will be in the Paresky Student Center on Wednesday, **November 18** and Thursday **November 19** from 11:00 a.m.-2:00 p.m.

New York City Urban Fellows Program

This is a nine-month fellowship that combines work in mayoral offices and city agencies with an intensive seminar component exploring key issues facing New York City government. Fellows explore the relationship between city, state, and federal governments. This highly regarded training program, the only one of its kind nationwide, recruits outstanding recent college graduates from across the country. For more information, go to: www.nyc.gov/html/dcas/html/employment/urbanfellows.shtml.

Coro Fellows Program in Public Affairs

This is a full-time, nine-month, graduate-level experiential leadership training program that prepares diverse, intelligent and committed individuals for effective and ethical leadership in the public affairs arena. For more information: www.coro.org/site/c.geJNUIOzErH/b.2086429/.

Health Professions

Jane Cary, counselor

Healthcare Reform: How's it going?

Follow its development and form an informed opinion about it – go to www.slate.com/id/2220222/.

Genetic Counseling

A recently-arrived description of the University of Michigan's Genetic Counseling Graduate Training program (www.hg.med.umich.edu/GCWeb/index.html) piqued our curiosity about this growing health profession. Go here to learn more: www.nsgc.org/.

Financial Aid for Medical School

Check out this great website that one gets to from the excellent financial aid page at Dartmouth Medical School. Click on dms.dartmouth.edu/admin/fin_aid/. From there go to "Outside Sources for Scholarships, Grants, and Loans."

International

Ron Gallagher, counselor

International Women's Program, Monday, November 2, Weston 10

The IWP works, in cooperation with the Soros Foundation, as a global grant making program by identifying and supporting women's rights organizations in the Middle East, Africa, Latin America, and Asia, with a focus on engendering transitional justice, multiple discrimination against women, sustaining regional networks, and resource mobilization. Featuring: Maryam Elahi, Director of the International Women's Program. While at Trinity College, Ms. Elahi was the Founding Director of the Human Rights Program – one of the first undergraduate programs of its kind in the U.S. She previously worked at Amnesty International, where she paved the way for Amnesty's work on gender-related human rights violations and served as the Washington Office Advocacy Director for the Middle East, North Africa, and Europe. Ms. Elahi has served as a delegate for

Amnesty International, the U.S. Congress, and Physicians for Human Rights, and the Women's Commission for Refugee Women and Children. Her work has included trips to Iraq, Kuwait, Turkey, Palestine, Israel, Algeria, Northern Ireland, Turkmenistan, Guatemala, and the INS detention facilities in California where refugee women and children are held. She has published articles on a variety of topics, and recently co-edited *The Human Rights Papers*, a collection of essays on the impact of the "war on terror" on human rights. Ms. Elahi holds a JD from Boston College School of Law, a Master's Degree in International Law and Diplomacy from the Fletcher School of Law and Diplomacy, and a Bachelor's Degree in Biology from Williams College. She is a member of the Massachusetts and District of Columbia Bars.

Some of the IWP Program activities include advancing the rights of lesbians in South Africa, protecting human rights for "Untouchables" in Nepal, helping women disabled by land mines in Cambodia, capacity-building of women's organizations demanding justice, combating violence against women in the Middle East & North Africa, justice for victims of sexual violence in the Democratic Republic of Congo, investigation of crimes against minority women by Khmer Rouge in Cambodia.

Looking to work outside the U.S.?

Then check out ihipo.com and open yourself to global opportunities. It is an online database of available jobs and internships from all over the world. Create your own profile to network with prospective employers and international companies.

Ever thought about living in Japan?

Intelligent Systems Lab, Secom Co. has a paid research intern position open. No Japanese language skills are required but a degree in computer science, engineering or mathematics is a must. Students who are interested in image recognition, human detection, behavior tracking, and network security technology should apply. **Submit resume and cover letter by December 31.** For more information, log onto UCAN through the Route 2 System.

Want to teach abroad?

Apply to be a Teach for India Fellow and be trained to instruct low-income Indian students in elementary school. They are looking for exceptional college students with ambition and high potential for leadership. During the two-year commitment,

the Fellow will develop skills for working in a challenging environment and a deeper respect for a new culture. **Application deadline is January 10.** For more information, visit www.teachforindia.org.

Promoting Diversity in International Affairs

A panel discussion and reception will take place at Bank of America, 100 Federal Street, Boston, on Monday, **November 16, 2009** beginning at 5:30 p.m. This event is sponsored by Fletcher's Ralph Bunche Society of Tufts University which was founded by students of color in 1992 and is dedicated to raising awareness of the contributions made in the field of international affairs by people of color. Fletcher has a long-standing tradition of preparing leaders with a global perspective. After graduating, Fletcher alumni pursue a broad array of careers in government, business, journalism, international organizations, as well as teaching and research in international affairs. **RSVP by Friday, November 6** by calling us at (617)627-3040 or by email at Elizabeth.hartford@tufts.edu.

■ **Journalism**

Dawn Dellea, counselor

Think Ahead to Summer!

The National Public Radio Summer (NPR) Internship **deadlines are February 15.** For more information, please go to www.npr.org/about/jobs/intern/.

Learn More About the News Industry

The American Society of News Editors website includes a search function for up-to-date newspaper newsroom internship postings: asne.org.

In The OCC Library:

Vault Guide to the Top Publishing and Journalism Employers (2009).

■ **Law**

Dawn Dellea, counselor

Law School Presentations This Month: (sign up on the Rte 2 System)

Harvard Law School

Wednesday, **November 4**, 12:30 p.m.
Weston 10

Yale Law School

Thursday, **November 12**, 12:30 p.m.
Weston 10 (video-conference)

JOBS – apply through the Rte 2 System

Brann & Isaacson – Full-time paralegal-research analyst to begin employment in August of 2010. **Deadline November 18.**

Stanford Law School – Full-time Research Fellows. All positions involve assessment of existing empirical work, statistical analyses of large data sets, programming, basic research and data collection, and report writing.

■ **Math and Computer Science**

Jane Cary, counselor

What can you do with a degree in Math?

It is said that mathematics is the language of science – so what can't you do with it? Investigate all that awaits you on www.math-jobs.com/.

Are you looking for a career mentor in the field of Computer Science?

Here's a tip: go to the OCC website and under 'Latest News & Events', click on 'Williams College Alumni Career Network', then click on 'Career Network', and select 'Computers/Information Service' under 'Industry' – within fractions of a second, you will have 233 Williams alumni to research in a wide assortment of fields.

One-Year MS in Computer Science

We've just received information about the one-year MS in Computer Science offered by the University of Chicago that is especially appropriate for those lacking experience in the field. A Summer Immersion Phase provides a fast-paced introduction to advanced math and programming for those with insufficient background. Go to masters.cs.uchicago.edu/ for more information.

■ **Nonprofit/Social Service**

Ron Gallagher, counselor

World Poverty

Check out www.nextbillion.net to learn more about the connection between enterprise and human development. It's an extensive blog that brings together business leaders, academics, and social entrepreneurs to discuss market-oriented solutions to the intractable problem of world poverty.

Who can be a social entrepreneur?

Find out at www.socioledge.org, a website with superb articles addressing global poverty from a free market perspective. The website also has a thorough list of links to numerous social entrepreneurial blogs, and a collection of job listings and opportunities.

The National Society for American Indian Elderly

Looking for wholehearted and generous students looking to volunteer for a year at American Indian Elder program. The Americorps VISTA volunteer will work at one of the various tribal organizations and reservations around the country to improve the quality of life of Native American elderly. Possible projects include developing community partnerships, coordinate sustainable intergenerational activities, and identifying funding resources. **Submit application by December 31.** For more information, log onto the Route 2 System.

■ **Science & Technology**

Jane Cary, counselor

US and UK Internships

Internships are available in the US and the UK, for work with *Science Magazine* and Science & Policy Programs. Paid internships can be full-time or part-time and are granted for a period of less than six months. Visit the AAAS Internship Opportunities website at www.aaas.org/careercenter/internships/ for details.

The Program in Experimental and Molecular Medicine at Dartmouth

PEMM is a PhD program, has its focus on translational research. Research may be focused in one of these areas: Biomedical Physiology; Cancer Biology and Molecular Therapeutics; Cardiovascular Diseases; Molecular Pharmacology, Toxicology and Experimental Therapeutics; and Neuroscience. **Apply before January 15** to participate in the March 5-6 interview weekend. Go here for more information: dms.dartmouth.edu/pemm/.



Mixed Sources
Product group from well-managed
forests and other controlled sources
Cert. no. SW-COC-003135
www.fsc.org
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