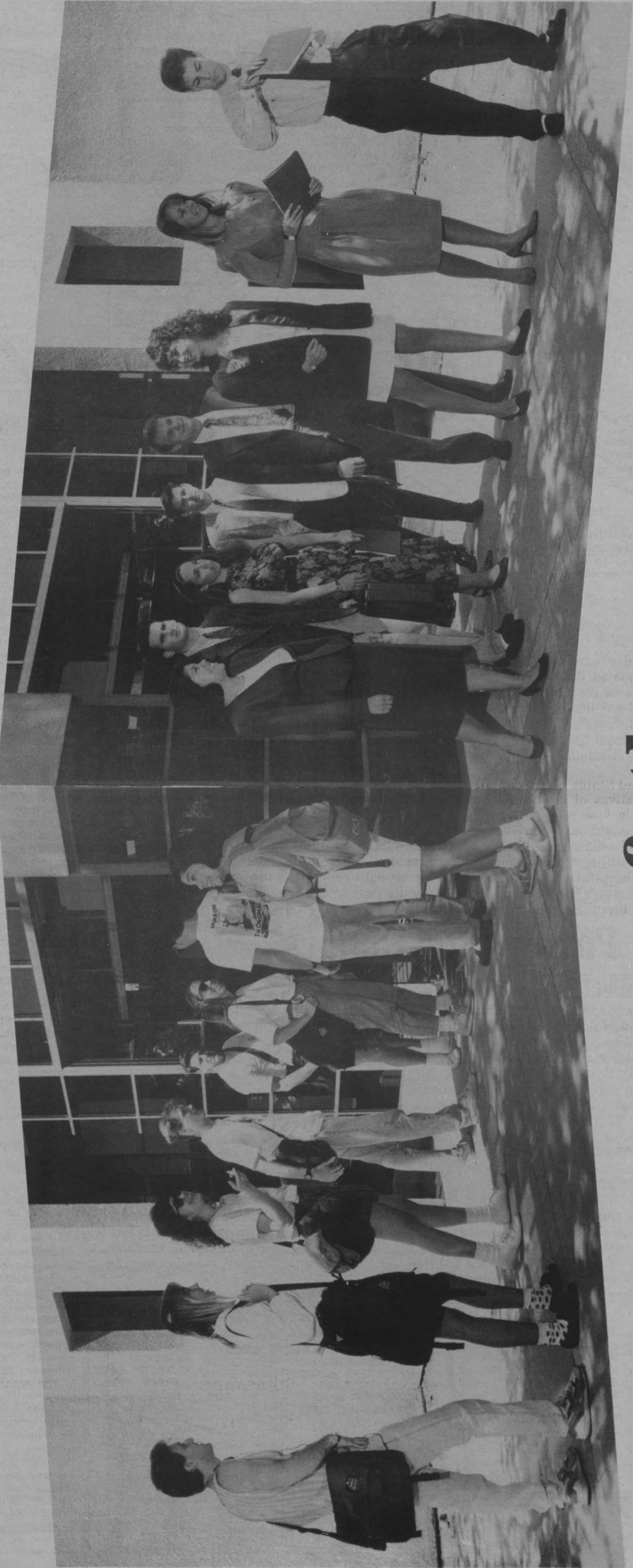
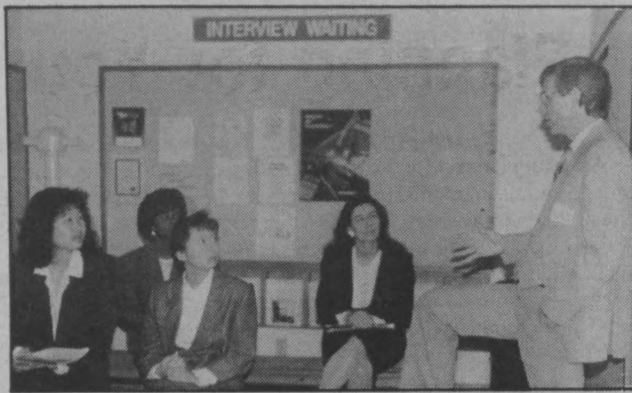


Reflections



of the Future You

The Best Career Is . . . ?



Calming the interview jitters.

By Dennis Nord

I know. You want the best! You're on the way to the stars and you really want to find the best possible career! Me too.

Well no more fooling around. The book, *Jobs Related Almanac 1988* has the answers about which careers are best.

Here's the top 5:

1. Actuary. Outstanding work environment (low physical risk, quiet, clean environment). Pay was rated good with an average of \$46K (25th out of 250). Outlook for actuaries is close to stellar, 5th in 250. Stress levels are pretty low, though there are deadlines and quotas to meet. Need to be precise in calculating. Security is high in this stable profession with moderate geographic flexibility.

2. Computer Programmer. Very good work environment. Money averages about \$30K. Outlook for positions is very high. Stress is still quite low, but hours may be erratic for some & deadline pressure is often high. Security is high and the profession affords a moderate geographic flexibility.

3. Computer Systems Analyst. A lot of similarity to computer programmers. Income is better at \$36 average. Stress is a little higher due to the trouble shooting function.

4. Mathematician. This one rated as the best environment of all. Outlook for new people doesn't rate quite as hot as the above careers, but no problems. Average \$39K with private sector Ph.d.'s earning much more. Stress rated quite low where deadlines on projects produce most of the load.

6. Hospital Administrator*. Another great environment. Stay off the wards where the disease is and everything is pretty sterile. The pay is good with \$48K being average & lots of range up to \$130K. There is significant increase in stress here that comes with the administrative problem solving.

*Right! I skipped #5, it was just too boring. What? You don't want to be any of those best careers you say? Best for whom? Rated in what manner? That is the problem isn't it? Somehow you need someone to sneak into your brain, your soul and tease out what is best for you, don't you? Every time you see someone else's best careers list it will become evident that they didn't quite have you in mind.

It's certainly true for me. I would make a lousy actuary. I have very little tolerance for the high excitement of mathematical futures. Not for me, the prediction of personal calamity and disaster. The numerical world of applied financial risk might well be the best career for some special people, but it's just not right for me. How do we come to our own list of "best careers?" Maybe it would help to look at the worst careers. Here's

some careers from the bottom:

1. Roustabout* These oil workers have a rather hazardous work environment. Pay was related below average at \$24K. Outlook for roustabouts is rather gloomy, middle eastern conflicts might change this. Physical requirements are high. Stress levels are high due to long hours, hazardous environment and inclement weather. Security is not good in this unstable profession with moderate flexibility.

2. Sailor* Hazardous work environment, all weather conditions with tedious tasks. Money averages about \$15K. Outlook for positions is low with small growth expected. Stress is high partly due to working two 8 hr shifts per day. Job stability is seasonally affected and disability is not uncommon.

3. Roofer* Very strenuous & hazardous work that often results in injury related disability. Pay levels start low and because work is dependent on weather, income is variable. Average \$15K. availability very dependent on economy and local variables.

4. Construction Worker* Similar working conditions to roofer above. Average \$16K nationwide with regional variations. Low pay is partly dependent on weather related breaks in pay.

5. Football Player (NFL)* Short term employment for most. Injury or competition to early retirement. Pay range \$52-3000K varies with prominence and supplements from endorsements. The list of likely injuries reads like a massive pile-up on the 405 Freeway. Job security is nonexistent.

*Not necessarily according to rank.

That looks more accurate. I'm pretty sure these aren't going to fit me. I like my body parts right where they are, thank you. These careers in the low end would probably appeal to just a few special people, or people that are having a hard time getting into other jobs. There's no way I want to be a roofer. I have known that since my early experience replacing roofs for the forest service. I also spotted race car driver and spent a few moments revisiting an old dream. My reaction time hasn't gotten any faster since I first contemplated that one, so that's out. That's great. I've eliminated 5 more out of 25,000! This could take a long, long time. But it does point out that I might find it easier to say what I don't want to do.

It might help to start a list of things I don't want to have in my career. For that matter, it might help to list the things I want in my career, like the type of people, what functions I like and maybe which skills I want to use. Developing the list of important factors for my career could lead to a good solid description of what I want. Then I can go out and see where my description fits. One thing is certain. The best job for someone else is not likely to be the best for me.

"The One-Hour Internship"

By Don Lubach

UCSB students read enough books — maybe even too many. Those who read books all day and night run out of motivation by the time they begin reading books about careers. Unless students are enrolled in this campus's only undergraduate career course, Education 164, collegiate career book readers don't get rewarded with units for reading books about careers. Personally, I find talking about careers to be far more pleasurable and useful than reading about them. So I recommend that the throngs of non career-book readers use a different approach to finding out about careers. We call this approach "the information interview." I call it fun and rewarding.

The information interview is usually a one-hour event that involves a career explorer (you), asking an expert three or four questions about their life. The questions are designed in advance to be sweeping and open-ended to yield a detailed view into the mind of a career's owner. The questions usually sound like: "what path did you take to become a professor?" "Can you describe a day in the life of an investment banker?" "What parts of your career would you gladly give up?"

Many students don't know it, but almost any person on Earth will happily talk to a UCSB student about their career. And I mean anyone. I've talked with students who have interviewed personalities like Armand Hammer (the late giant of business), the Vice President of finance for Capitol Records, their family doctor, their professors.

Even though I know that every student on this campus could, with relative ease, secure an interview with almost any person on the planet, I also know that it is frightening to make the first contact — the first call. What if the person is busy? Maybe I'll be bugging her if I call and ask for her time. What if he hangs up on me, etc. etc.

The fact is, a number of professionals from a variety of field have contacted us and expressed a great desire to talk to students about what they do. Lawyers, writers, actuaries, even a former art major who now owns a tattoo parlor have all asked to talk with students. A graduate from a few years back who now heads the San Diego Alumni Association calls my office regularly, faxing contact information about successful grads who once frequented the Arbor, UCEN, Library and Counseling and Career Services. The people behind these phone numbers are standing by to be your free advisor. They'll tell you how resumes should look from the perspective of their profession. They'll talk about their academic publications, their headaches, the money they are saving so that their children can, one day, attend a school like UCSB.

If students are interested in talking to Gaucho Grads, famous entrepreneurs, great artists, current law and MBA students, etc. I suggest that they stop by Counseling and Career Services and inquire about information interviews. A workshop on "how to interview people about careers" will be offered in Room 1109 on Wed., April 24, 4-5 pm.

Key to Success? Communication Skills

By Dennis Nord

A recent survey of over 380 private businesses and government agencies indicated that almost 90% of the respondents rated oral communication and almost 75% rated written communication, as very important to career success and promotion. Finding a job requires you to communicate clearly about your skills. But this ability may be even more crucial in keeping a job or advancing in a profession.

It may surprise you to know that even in technical fields, good communication skills are essential. For example, an engineer writes reports that must clearly describe procedures and outcomes. She/he communicates with professionals at other companies to explain or clarify a project or problem. Strong communication skills are required for promotion into technical marketing, management, or consulting. But even at the entry level, the new professional will be assigned technical projects which involve teamwork and coordinating tasks and roles with co-workers. Excellent communication skills are crucial when you must work cooperatively with others. As two research technicians remarked, "We give weekly, oral presentations on our data and make suggestions (to improve the research)". "...Most of all, we need someone who can write. Our reports are huge documents that require good writing skills."

Steps you can take to master your fear of public speaking and improve your writing style:

1) Dive into those classes that require that you write and discuss. (You can take them for P/NP

credit without harming your GPA and use them simply to develop valuable communication skills.)

2) Find out if you qualify to receive English tutoring. If you do, sign-up and make full use of your tutor. CASE also offers assistance in writing skills.

3) Develop your own vocabulary program by learning a few new words all the time. The L.A. Times is good reading source for expanding your vocabulary. Study guides for GRE often have excellent vocabulary lists.

4) Interact regularly with people who are in majors other than yours so you have to stretch your understanding of language and the culture behind the language. Don't insulate yourself from others who are different from you.

5) Join Toastmasters, an organization for those who want to improve their public speaking skills, and participate actively in meetings. Call 893-4550, Campus Activities Center (CAC) for information on how to join.

6) International Students and Scholars has a program for recently arrived students who wish to increase their comfort with conversational English. Call 893-2211 for more information.

7) Consider a Practice or "Mock" Interview with a career advisor when preparing for employment interviews. Inquire at the appointment desk at Counseling and Career Services.

8) Join student professional clubs and/or participate internships.

Business Careers in the Nineties

The UCSB Student Alumni Association Presents The Fifth Annual PRE-BUSINESS CONFERENCE "Business Careers in the Nineties", featuring:

- Professor Roy Millender Jr., Head of Westmont College's International Business Institute Speaking on International Business.
- Topics Include: GMAT Prep, Real Estate, Stock Market, Import/Export, Marketing, Entrepreneurship, High Tech Industry, Accounting, Human Resources, What MBA Schools Look For In An Application

• Current Insights into the Business Profession

Date: Saturday, April 27

Time: 9:30 am-2:30 pm

Place: UCSB Buchanan Hall

* A box lunch can be pre-purchased or lunch can be purchased at various locations on campus

Tickets:

• In Econ Office. North Hall 2121; April 15-19 & 22-26; Daily 8 am- 12 noon & 1 pm - 5 pm

• In Alumni Office. University Business Center, 6550 Hollister Ave.; Daily 8 am - 12 noon & 1 pm - 5 pm

• In front of the UCen. April 16-18 & 22-26; 11 am - 1 pm

• In front of the Library. April 16-18 & 23-25; 7 pm - 9 pm

• For more information call 893-2228

Limited Seating, \$5.00 General Admission, SAA Members FREE.

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				AND OTHERS

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"WE DO IT RIGHT... THE FIRST TIME"

Jim Davey from UARCO explains employment opportunities.



Clarify Your Job Objective

What do you want to do? This may be the easiest and hardest question to answer all rolled into one. The clearer you are about what you want, the more likely you are to find a job. At the same time, you will be more likely to appreciate the job you get. Being "open" doesn't leave you open for more possibilities, it makes you look as if you're not ready for the job market!

1. Start by writing a short, clear statement about the job you want. Rather than beginning with a title, try the following sequence: (Be specific and concrete in your responses. For example, "Working with people" is vague. "Selling products/services to people" is more concrete.)

a. What functions do you want to perform? List a few.

b. What kinds of problems would you like to help to solve? List a couple.

c. With what types of people would you like to work as customers, co-workers, vendors or bosses?

d. What responsibilities job you want to have?

e. Where do you want to work? In what kind of organization are you interested (big, little, private, government, non-profit, etc.) and where do you want to be geographically? Organization — size; type; preferred service/product; Geographic characteristics.

2. If you have been able to answer the above questions, you can use your answers to describe to people what you are seeking. If you have one or more job titles to go with this, it will help. Be sure you don't simply give people the title because that is more limiting and doesn't encourage them to help you think about other possibilities.

3. Take your description to people you know:

family, friends or relatives. Even if they are not in your field, their experiences will be valuable in getting help thinking about possible leads; "those kinds of jobs are usually in (blank) industry, why don't you talk to (Blank)" might be a possible response. Keep track of the people you contact on a separate piece of paper with these categories:

NAME: (blank) DATE CONTACTED: (blank).

4. Talk about your desired job with friends and relatives: everyone you know. Tell them very specifically in a few words what you want. Ask them if they know of organizations that use people who do what you are proposing. Don't simply stop with, "Do you know anyone who is hiring in (blank) field?" You might also ask about simply interviewing for information. "Getting a job is important to me, but even more important is learning about your kind of organization so I have a better idea of what might be most appropriate for me. Could I talk to you about (blank)?" Fill in the blank with "who does more of X" (the work you like to do), or; "what department does X?" Again, keep track of who you contact on a piece of paper with these categories:

SUGGESTED PERSON:

DATE CONTACTED:

REFERRED BY:

5. Now prepare a backup to your above desired career: a Plan B. Plan B can be developed in the same way. It might even be a copy reader or any entry position in the publishing industry. You might even need a Plan C that just helps you survive until you get into something more to your liking.

Planning for Your Summer

By Deb Artz Fuller

Are your plans set for this summer? If not, consider creating an internship in or near your hometown. Wednesday, May 1, 4-5pm, there will be a special workshop to focus on summer positions in the San Francisco Bay Area and Thursday, May 2, 4-5pm workshop will concentrate on the Los Angeles Area at the Counseling & Career Services, Room 1109. These workshops will help identify employment possibilities, that best meet your career interests, and will give tips on applying.

Interested in developing an internship in another area of the country? The Applied Learning Drop-in Advisor can help you update your re-

sume and answer general questions on how to find a summer job in your preferred location. The important thing is to plan now. Check out the Internship Out-of-the-Area binders or reserve in the Applied Learning Center for area specific program ideas. Consult the many internship directories available in the Career Resource Room.

A new binder exists for post BA/BS Internship programs in the Career Resource Room. Over 30 different internship programs are described. Also, check out the Scholarship and Fellowship Resource Center at the Library, Room 2574, Mon., Wed., Fr., 9-1 p.m. Remember, it's your future!

Developing Your Network

By Deb Artz Fuller

Almost one out of every two positions obtained is a direct result of some type of personal contact. Whether this be a referral from a friend, relative, professor or previous employer, building and maintaining a strong personal networking system is critical for today's job seeker. "Okay," you may ask, "but I don't really know anyone important who is in the career field or industries I'm most interested in. Furthermore, I'm not exactly sure how to go about asking someone for advice or potential employment leads. Where do I start? What do I do first?"

Well, you may want to check out the Career Resource Room and consult the UCSB alumni contacts that are available to you. Next, consider attending one of the three Career Services workshops on "How to Conduct an Information Interview" offered this coming May. Finally, check out the professional or trade association must closely linked to your interests. Here's how:

- Consult the subject index of the National Trade and Professional Association Directory on reserve both at Counseling & Career Services and at the library.

- Write or call the national headquarters for

general membership information for services provided. Be sure to ask for the phone numbers and addresses of local chapters in the cities where you hope to work.

- Call the local chapter president or membership chair for those cities you are most actively researching. Find out whether they offer a special student membership. If not, and the fees are too high, ask if you still can receive their local membership directory for a nominal fee, and whether or not you can be put on a mailing list for their newsletter. Most organizations allow non-members to attend for a small fee. You may find you're in the neighborhood during one of their meetings.

Most students are unaware of the tremendous time they can save by using these professional networks. Most publish up-to-date salaries and trends for the field along with invaluable career and graduate school information that is often free. Some publish job opportunities in their newsletters and even offer summer internships with local professional members. A good example of this is available to those students interested in the communications field who join the UCSB student chapter of Women in Communications, Inc. (WICI)

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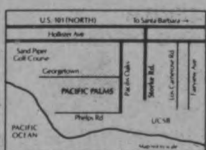
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INTERVIEWS INTERVIEWS INTERVIEWS

Credential Candidates

School District	Interviewing Date
Alisal Union Elementary School District, Salinas	April 18
Azusa Unified School District, Azusa	May 2
Bassett Unified School District, La Puente	April 22
Burbank Unified School District, Burbank	April 18
Capistrano Unified School District, San Juan Capistrano	May 20 & 21
College School District, Santa Ynez	April 23
Gilroy Unified School District, Gilroy	May 2
Glendale Unified School District, Glendale	April 23
Goleta Union School District, Goleta	April 25
Irvine Unified School District, Irvine	April 29
Kern High School District, Bakersfield	April 30
Lompoc Unified School District, Lompoc	April 29
Long Beach Unified School District, Long Beach	April 29
Lucia Mar Unified School District, Arroyo Grande	April 25
Lynwood Unified School District, Lynwood	May 8
Moorpark Unified School District, Moorpark	May 9
Moreno Valley School District, Moreno Valley	April 30
Newhall School District, Valencia	May 8
Oak Park Unified School District, Agoura	April 19
Orcutt Union School District, Orcutt	May 3
Oxnard School District, Oxnard	May 15
Pajaro Valley Unified School District, Watsonville	May 3
Salinas City School District, Salinas	May 2
Salinas Union High School District, Salinas	April 15
San Benito High School District, Hollister	May 10
San Diego City Schools, San Diego	May 14
San Juan Union Elementary School District, San Juan Bautista	April 16
Saugus Union School District, Saugus	April 19
Vallejo City Unified School District, Vallejo	May 9
Ventura Unified School District, Ventura	May 10
Walnut Valley Unified School District, Walnut	April 26
Whittier Union High School District, Whittier	April 29

Engineering/Science Majors

COMPANY NAME	MAJORS	DATE
Computer Sciences Corporation	ECE,CS,MathSci	4/24
Factory Mutual Engineering Association	ChE,ECE,ME,Matr'ls	4/18 & 4/19
Ford Aerospace/Western Development Labs	ECE	4/17
Grumman Aircraft Systems	CS,ECE,MathSci,Phys	4/23
Kaiser Electronics	ECE,ME,CS	4/24
Naval Ship Weapon Systems Engineering Station	ECE	4/23
Pacific Missile Test Center	ECE,ME	4/15
*Planning Corporation (The)	BioSci,All Engr & Sci	5/2
Precision Monolithics, Inc.	ECE,Phys,ChE,Matr'ls	4/16
RD Instruments	ME,ECE,Phys,Math	4/22
Softool Corporation	ECE,CS	5/13
Southern California Edison	NucE,ECE,ME	4/16
Stonhard Inc.	ChE,ME,Matr'ls	5/1
U.S. Army	All Engr. & Sci	4/18,4/25,5/2,5/9 5/16,5/23
U.S. Navy Engineering	All Engr. & Sci	4/30 & 5/1
U.S. Peace Corps	All Engr. & Sci	4/30 & 5/1
*Unocal/Los Angeles Refining Division	ChE,ECE,ME	4/17

Need Direction, Motivation? Take Ed. 164

Do you need to work on a career direction? Are you having trouble concentrating because your classes don't seem relevant without a goal in mind?

Maybe you would benefit from Ed 164. This is three unit class where you can work on future goals:

- Ed. 164 is for students who are going to benefit from researching their own needs and values. You will be required to a self-assessment.
- Ed. 164 requires students to learn about the world of work through first hand experience, meeting people in careers and evaluating a match for themselves.

• You will learn about career planning by practicing on yourself and meeting in small discussion groups to share what you are learning. Learning is promoted by experience, reading and first hand research in the field.

• Students who are, or want to be peers helping others with academics, careers, majors or graduate school will benefit from the experience of Ed. 164. Those who are considering counseling will benefit from the experience of working through their own assessment and research in order to better help others.

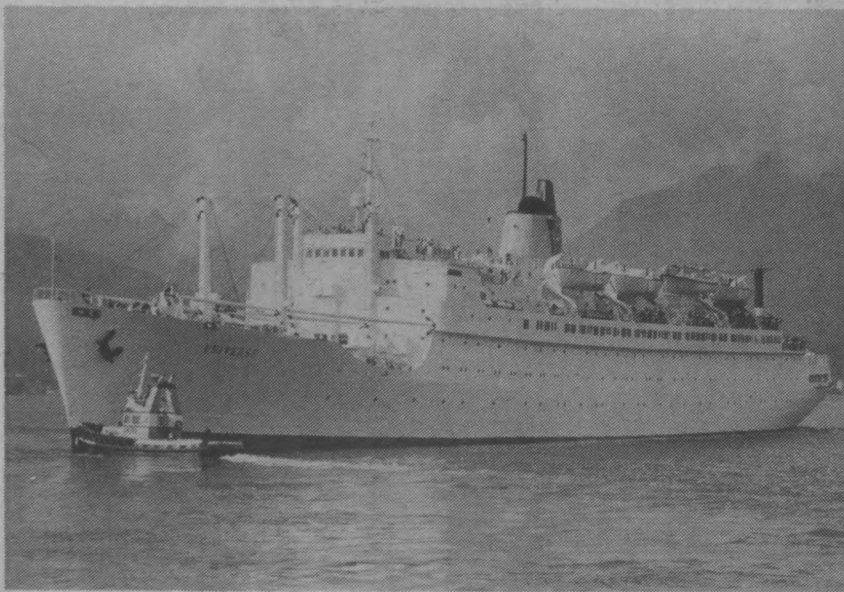
Ed 164 is offered Fall, Winter and Spring Quarters.

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Susan Goodale, Student Alumni Association, 893-2288
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TEACHING OPPORTUNITIES -SAN DIEGO CITY SCHOOLS

Vacancies are anticipated for the Fall Semester in the following teaching areas:

- Kindergarten
- Primary grades
- Upper grades
- Bilingual education
- Special education: K-12
- Secondary education: English, English as a Second Language; Mathematics; Science; Foreign Language.

Interviews will be conducted on campus at the Career Planning and Placement Office on Tuesday, May 14, 1991.

INTERVIEWS INTERVIEWS INTERVIEWS

Economics Majors

COMPANY NAME	MAJORS	DATE
Balboa Funding Group, Inc.	All Business	4/19
Bullock's	All Majors	5/16 & 5/17
Canon-Astro Office Product	All Majors	5/13
Computer Systems Research	All Business	4/16
Coopers & Lybrand/Personnel	All Majors	4/15
Deluxe Check Printers	All Majors	5/14
Enterprise Co./No. CA	All Business	5/2
Enterprise Co./So. CA	BusEcon, Econ	5/14
Express Furniture Rental	All Business	5/8
Farmers Insurance	All Majors	5/17
Federal Deposit Insurance Corp.	All Business	4/24
Fireman's Insurance	All Majors	4/22
Franklin Resources, Inc.	All Majors	4/29
Household Credis Services	BusEcon, Econ	4/22
I.R.S./Los Angeles	All Majors	4/29 & 5/3
I.R.S./San Jose Dist.	All Majors	4/15
JC Penney Company, Inc.	All Majors	5/3
John Hancock/Ventura-S.B.	All Majors	5/7
John Hancock/Beverly Hills	All Majors	4/26
Kellogg & Andelson	Accounting	4/26
Liberty Mutual Insurance Co.	All Majors	5/7
Lincoln Financial & Ins. Serv.	All Majors	5/7
Mikasa	All Majors	5/24
New York Life Insurance	All Majors	5/1
Northwestern Mutual/Los Angeles	All Majors	4/30
Northwestern Mutual/Woodland	All Majors	4/30
Nutri System	BusEcon	4/23
O'Rourke & Clark	Accounting	5/17
Pacific Island Club	All Majors	4/18 & 4/19
*Planning Corp. (The)	All Majors	5/2
Prudential Insurance Co.	All Majors, Accounting	5/1
Public Interest Research Group	All Majors	4/17
Ricoh Copy-Line Corp.	All Majors	4/19 & 5/17
Sav-On Drugs, Inc.	All Majors	4/16
St. Bd. of Equalization/Auditor	Accounting	4/16 & 4/17
St. Bd. of Equalization/Bus Tax	All Business	4/18 & 4/19
State Farm Insurance	All Majors	5/8
U.S. Army	All Majors	4/18, 4/25, 5/2, 5/9, 5/16, 5/23
U.S. Dept. of Labor/Statistics	All Business	5/1
U.S. Peace Corps	All Majors	4/30 & 5/1
Unocal Corp./Comptrollers	Accounting	4/15
Versyss Inc.	All Business	4/23
Voter Revolt	All Majors	4/24
Wallace Computer Services, Inc.	All Businesses	4/19
Wells Fargo Bank	All Business	4/23

Liberal Arts Majors

COMPANY NAME	MAJORS	DATE
Bullock's	All Majors	5/16 & 5/17
Canon-Astro Office Product	All Majors	5/13
Computer Systems Research	All Liberal Arts	4/16
Coopers & Lybrand/Personnel	All Majors	4/15
Deluxe Check Printers	All Majors	5/14
Enterprise Co./No. CA	All Liberal Arts	5/2
Enterprise Co./So. CA	CommStds	5/14
Express Furniture Rental	All Liberal Arts	5/8
Farmers Insurance Group	All Majors	5/17
Household Credit Services	CommStds	4/22
I.R.S./Los Angeles	All Majors	4/29 & 5/3
I.R.S./San Jose Dist.	All Majors	4/15
JC Penney Company, Inc.	All Majors	5/3
John Hancock/Ventura-S.B.	All Majors	5/7
John Hancock/Beverly Hills	All Majors	4/26
Liberty Mutual Insurance Co.	All Majors	5/7
Mikasa	All Majors	5/24
New York Life Insurance	All Majors	5/1
Northwestern Mutual/Los Angeles	All Majors	4/30
Northwestern Mutual/Woodland	All Majors	4/30
Nutri System	CommStds, Eng, LibStds, Soc	4/23
	Psych, Poli Sci, Lit, LawSoc, Class	
Pacific Island Club	All Majors	4/18 & 4/19
*Planning Corp. (The)	EnvStds, Geog, PoliSci, Hist,	5/2
	All Majors	
Prudential Insurance Co.	All Majors	5/1
Public Interest Research Group	All Majors	4/17
Ricoh Copy-Line Corp.	All Majors	4/19 & 5/17
Sav-On Drugs, Inc.	All Majors	4/16
State Farm Insurance	All Majors	5/8
Travelers Companies (The)	All Liberal Arts	5/1
U.S. Army	All Majors	4/18, 4/25, 5/2, 5/9, 5/16, 5/23
U.S. Peace Corps	All Majors	4/30 & 5/1
Versyss Inc.	LibStds	4/23
Voter Revolt	All Majors	4/24
Wallace Computer Services, Inc.	CommStds	4/19
Wells Fargo Bank	All Liberal Arts	4/23

*Check job description binders for possible summer/internship positions.

To sign up for one of these interviews you must register with the Campus Interview Program at Counseling & Career Services, Bldg. #599. These lists are subject to change.

Edgewood & TempPos

Permanent & Temporary Employment Services

April 17, 1991
Thank You
UCSB students who worked for us during the year!
See us this summer for temporary assignments and career assistance after graduation.

Edgewood Employment Agency 964-0763
TempPos Temporary Personnel 964-0761
5386 Hollister Ave. Suite A

POSITIONS AVAILABLE

FOR BUSINESS ECONOMICS MAJORS ACCOUNTING EMPHASIS

CANDIDATES FOR ENTRY LEVEL AUDIT POSITIONS, WITH SAN FRANCISCO BASED CPA FIRM SPECIALIZING IN PROVIDING AUDITING AND FINANCIAL CONSULTING SERVICES TO FINANCIAL INSTITUTIONS NATIONWIDE, MAY REGISTER FOR CAMPUS INTERVIEW WITH O'ROURKE & CLARK CERTIFIED PUBLIC ACCOUNTANTS, ON MAY 16, OR CONTACT EUGENE O'ROURKE AT 415-468-7470.

Career Workshops for Spring Quarter '91

All workshops meet in Room 1109 and are approximately 50 minutes long, unless listed otherwise.

RESUME WRITING

In this workshop you will learn how to write a resume and an effective cover letter.

Tue., April 23	2-3:00 pm
Thur., April 25	11-12:00 noon
Wed., May 1	2-3:00 pm
Tue., May 7	2-3:00 pm
Thur., May 9	11-12:00 noon
Mon., May 13	2-3:00 pm
Tue., May 21	3:30-4:30 pm
Wed., May 22	2-3:00 pm
Wed., May 29	2-3:00 pm
Mon., June 3	10-11:00 am

INTERVIEW SKILLS

This workshop covers the principles of effective interviewing which apply to gaining internships and professional positions upon graduation.

Wed., April 17	2-3:00 pm
Mon., April 22	2-3:00 pm
Tue., April 30	2-3:00 pm
Thur., May 2	11-12:00 noon
Mon., May 6	10-11:00 am
Wed., May 8	2-3:00 pm
Wed., May 15	2-3:00 pm
Mon., May 20	3-4:00 pm
Thur., May 30	11-12:00 noon
Thur., June 6	11-12:00 noon

INTERNSHIP WORKSHOPS

Find out what types of internships are available, when to apply and how to get involved with the program*.

Mon., April 22	4-5:00 pm
Tue., April 23	11-12:00 noon
Thur., April 25	3-30-4:30 pm
Mon., April 29	4-5:00 pm
Tue., April 30	11-12:00 noon
Wed., May 15	4-5:00 pm
Thur., May 16	3:30-4:30 pm

*Students are encouraged to apply at least a quarter in advance of when they wish to begin their first internship. 1990-91 APPLIED LEARNING APPLICATION DEADLINES- SUMMER- MAY 20TH, FALL 1991- EARLY SEPTEMBER OR PRIOR TO LEAVING FOR SUMMER VACATION.

CREATIVE JOB SEARCH STRATEGIES

(Alternatives to Campus Interviews)
Expand your repertoire of job search strategies by attending this workshop. Special emphasis is given to "finding the hidden job market" and the role of "contacts" as a source of employment

leads.	
Mon., April 22	10-11:00 am
Mon., Apr. 29	2-3:00 pm
Tue., June 4	3:30-4:30 pm

IDENTIFYING YOUR CAREER OBJECTIVE

The first step in doing a job search is figuring out what you're searching for. This workshop will outline the steps you go through to establish an objective.

Mon., May 13	2-3:00 pm
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READING BETWEEN THE LINES

Using the Want Ads
Think you know how to use the want-ads? Think again? There is often more to an ad than meets the eye. Learn how to read for what an ad is really saying and what it's not saying.

Tue., April 30	3:30-4:30 pm
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RESUME WRITING ON THE MACINTOSH

LEVEL 1
Ready to begin drafting your first resume? Familiar with the Macintosh computer? This workshop is designed for you. Learn basic areas covered in a resume and begin drafting with help from consultants on layout, formatting, etc.

Thur., April 25	3-5:00 pm
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Phelps 1518

LEVEL 2

If you are familiar with the Macintosh computer, and have already prepared a draft of your resume on Microsoft Word (4.0), this workshop will provide individualized consultation in "fine tuning" your current draft.

Thur., May 16	3-5:00 pm
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Phelps 1518

Advance registration is required for these workshops. Call 893-3002 or stop by Phelps 1521.
Co-sponsored by Open Access Laboratories and Counseling & Career Services

APPLYING TO GRADUATE SCHOOL

This workshop will provide information on the graduate school application process.

Thur., May 16	11-12:00 noon
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SO YOU WANT TO BE A PROFESSOR*

Topics include how to decide whether college teaching and research is an appropriate career option, how to identify the best departments, the changing (improved) academic labor market, and the differences associated with working at various types of colleges and universities.

Tue., April 23	5-6:30 pm
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*This workshop is designed for undergraduate students considering this career option. Graduate students are welcome, but the focus is not on the academic job search process.

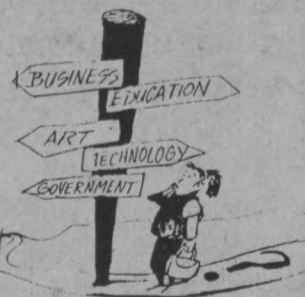
"CAREERS THAT MAKE A DIFFERENCE" ENVIRONMENTAL CAREER FAIR

Hear from local professionals on how they have been able to make a difference in their careers. Employers will be available to speak with you about environmental opportunities. Bring your resume!!

Thur., April 18	12-4:00 pm
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UCen Pavilion

Co-sponsored by Environmental Studies and Counseling & Career Services



The Best Buy For Your Money

By Don Lubach

There's a lot to know when it comes to seeking a good career. The anxiety faced by career explorers keeps those in the career business pretty busy. Local bookstores feature piles of books about careers: self help guides, manuals and heavy reference tomes that cover the gamut of career information from career development to appropriate salutations in letters to employers. UCSB's Counseling & Career Services has published a superior guide for college job seeker — the 1990-1991 Career Placement Manual.

It is tempting to spend money to buy job-search books. Some students surrender hundreds of dollars to companies offering career seminars, resume advice, or career contacts. UCSB students have been know to pay up to \$130 for resume services that do what students can easily do for themselves. If you are a UCSB senior — hold off on these expensive books and services until you've picked up and read a free Career Placement Manual.

The activities in the guide are organized so that students can start with easy tasks and work towards the more difficult. For example, the timid re-

sume writer may first use the Resume Worksheet on page nine to organize their part-time jobs and academic preparation. The resume-writing portion of this guide has been used to assist dozens of students in the creation of their first resume.

The Career Placement Manual helps students to discover their own talents and provides them with some formulas for presenting these talents to potential employers of all types. While many employment books are biased toward large companies the Manual gives students tips about the "hidden job market." There is an unstated message throughout the manual's pages that says, "don't perceive Big Business as your only choice! Use your skills to discover a full range of career options!"

Seniors who read the Career Placement Manual may get the message that they can realistically get the skills and information they need to make an important transition into the world of work. This realization might also be made after a reading of an expensive stack of career publications. Or it could come cheaper — right here on campus over at Counseling and Career Services.

UCSB Student Alumni Association Presents: The Fifth Annual PRE-BUSINESS CONFERENCE



"Business Careers in the Nineties"

Topics Include: Real Estate, Accounting, Import/Export Stock Market, Entrepreneurship, Human Resources, High Tech Industry, Applying to Graduate School, International Business, and Marketing.

Date: Saturday, April 27
Time: 9:30 am - 2:30 pm
Place: UCSB Buchanan Hall

Tickets: \$5.00 General Admission
SAA Members FREE

For more information call 893-2288



Thanks to: UCSB College of Letters and Sciences Academic Advising UCSB Counseling and Career Services, Santa Barbara Bank and Trust, The Golden One Credit Union, Bartlett, Pringle & Wolf, The Alternative of Isla Vista



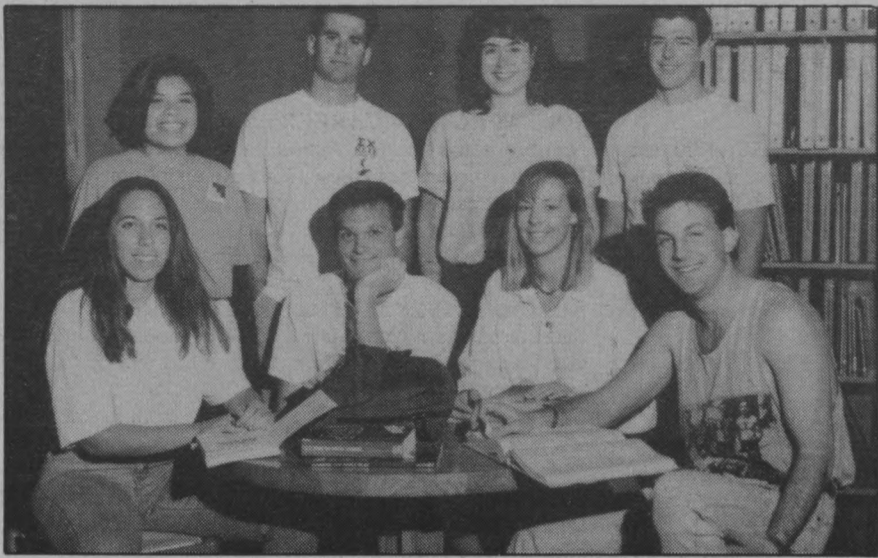
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What's the most rewarding campus job? UCEN STUDENT MANAGER!

Apply now for the 1991-92 school year.
Pick up an application at the
UCen Information Desk
or call 893-2464 with questions.

Deadline for applications is Friday April 19 — 5 pm
Information meeting for those interested:
Tuesday, April 16, 4:00 UCen rm 3



From school to career . . . Let us help you make a smooth transition.



Panic or Plain Procrastination?

Okay. You don't want to become an accountant, engineer, or sales representative for Proctor and Gamble or Macys. What else is there? Ideally, you want work that will challenge you and give you the exposure and level of responsibility that will ultimately help you decide and/or be more competitive for future graduate school programs. You're tired of fielding questions from parents and friends about your future plans. This is your last quarter and you want to enjoy what's left. Besides, you'll think about it when you return from Europe, right?

If any of the above panic or procrastination sounds like you, there's still hope. According to experts, less than 15 percent of the known entry level jobs are advertised in the want ad section of the newspaper, through employment agencies, or through the on-campus interview program. That means 85 percent of the jobs are still out there. The options abound. Put those years of UCSB research to work for yourself. Check out any one of the following directories, paperbacks available at Counseling & Career Services Career Resource Room. Discover the companies and employment fields that await you. Here's just a few sources others have found helpful:

• **How to Find a Job in San Francisco Bay Area. How to Find a Job in Los Angeles, How to Find a Job in Boston, D.C., New York...** (These paperback directories break down key employers by a variety of career fields with numbers and useful tips on how to break into that marketplace for this city.)

• **Inside Management Training: A Career Guide to Training Programs.** (Describes Corporate Training Programs for the following industries: Advertising, Commercial Banking, Communications, Computer Science, Consumer Service, Hospitality, Insurance, Investment Banking, Management Consulting and Public Service — Under #27.C at C&CS)

• **Corporate Tuition Aid Programs.** (Tells which corporations offer what types of educational reimbursement for graduate studies and/or additional coursework — Under #J.06 at C&CS)

Learn how best to maximize your efforts in uncovering job leads in the "hidden job market." Attend one of the listed C&CS workshops on "Creative Job Search Strategies," and remember us after you graduate. Outside of campus recruitment and internships, most resources and services at Counseling & Career Services are free to you up to six months after you graduate.

Getting International Work Experience

For many business economics majors interested in international finance, marketing or international trade in general, going abroad is now becoming a prerequisite. The student chapter for International Association Students in Economics and Business (AIESEC) may be a place to start. Student members gain invaluable leadership and marketing training through international and national conferences and seminars, and learning how to market a world wide internship exchange program to the Santa Barbara business community. In exchange for this work, some student members are able to work abroad through the exchange. All AIESEC members have a built in travel network through its some 532 student AIESEC chapters in more than 64 countries worldwide. Interested students should contact president, Sheryl Pinnelli at 968-3367 for information on how to get involved.

The Applied Learning program at Counseling & Career Services offers internships with the Oxford World Trade Center for students interested in international trade. It also offers information on other work abroad options including the Council for International Educational Exchange

(CIEE) Work Abroad or International Education Program. Stop by the Applied Learning desk and speak with one of the drop-in advisors for more information on work abroad options. You'll find an entire binder devoted to international work abroad program options. Consult the "International Internships Directory" and "Transitions" newsletter publication on travel/study/work abroad in the Career Resources Room.

Global Peace and Securities program participants or any student interested in third world development issues may also wish to check out the Applied Learning program's resources for possibilities. For an example, the Partnership for Service Learning Program offers study/community service projects in Jamaica, Liberia, Philippines, Mexico, India, and Ecuador. Students may wish to consider participating in CIEE's international volunteer work camp program. Consult the Overseas List for Opportunities Living and Working in Developing Countries paperback on reserve in the career resource room for additional ideas.

Plan now. Careful research, application preparation and saving strategies for airfare costs take time. Allow at least four to six months.

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WE OFFER:

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- Auto Allowance
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If you have a Bachelor of Science degree, proven sales or related experience and the desire to become part of a professional sales team in a fast track environment, please sign up for campus Interviews. We will be conducting interviews on Monday, May 13.

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WEEKEND

CONNECTION

All dressed up and no where to go?
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 Friday, April 19
 In Your Daily Nexus

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MUSIC

FRIENDS

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