



# career series FALL 2011

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Quality In Everything We Do





Find rewarding opportunities with a new job or internship by logging in to the

## **PRIDE-CAREER MANAGEMENT SYSTEM (Pride-CMS)!**

### *To Access Pride-CMS:*

- ▶ Visit the Hofstra portal via [hofstra.edu](http://hofstra.edu) and select “myhofstra.”
- ▶ Once logged in, click on “my apps,” located in the upper-right corner. Then select “Pride-Career Management System.”
- ▶ Once in Pride-CMS, please check that your profile is complete.
- ▶ Under “Documents,” you may upload your resume!
- ▶ Select the “Job & Internship” tab to start your search.

### *What are the benefits of using Pride-CMS?*

- ▶ Upload and submit your resume directly to employers.
- ▶ View more than 1,000 full-and part-time jobs and internships.
- ▶ Review more than 11,000 employer profiles.
- ▶ Access the Credential File System, where you can manage letters of recommendation for employment and graduate school.
- ▶ RSVP to all Career Center events and workshops.
- ▶ Link your account to Facebook.

**Are you part of a large club, organization or residence hall community that is interested in hearing from a career counselor?** We are happy to help and can provide programming. Please contact us to schedule a workshop or event by selecting "Contact Us" at [hofstra.edu/career](http://hofstra.edu/career).

## **MANY OF OUR CAREER WORKSHOPS HAVE GONE ONLINE!**

The Career Center now offers Web shops on Blackboard. Sign up at [hofstra.edu/career](http://hofstra.edu/career).

The Career Center encourages you to register for all workshops through your **Pride-CMS account**. Students do not need to register for career fairs. All programs are held at The Career Center, unless otherwise noted.

## **We Are Connected!**



Find us on  
**Facebook**

Our group name is "Hofstra University Career Center."

FOLLOW US ON

**twitter** @HofstraCareer

***Daily Quick Question hours are offered Monday through Thursday, 2-4 p.m., and Friday, 11 a.m.-1 p.m., at The Career Center. No appointment is necessary!***

## **FALL 2011**

### **CAREER CENTER OUT AND ABOUT QUICK QUESTION HOURS**

#### **Lobby, Hagedorn Hall**

**5:15-6:25 p.m.**

*Monday, September 12*

*Monday, October 24*

#### **203 Roosevelt Hall**

**2-4 p.m.**

*Every Wednesday during the fall 2011 semester. These hours are dedicated to answering questions from students interested in obtaining an internship for credit.*

# SPECIALIZED PROGRAMMING

## *Pride Recruiting*

Pride Recruiting is the on-campus interview program that brings first-round interviews to you! Through Pride Recruiting, students can interview at The Career Center; it is recommended for students in all majors. To participate in this program, students must attend one of the mandatory Pride Recruiting orientations, an Interview to Impress workshop, and a Mock Interview. Students interested in obtaining an internship should also attend one of the Pride Recruiting orientation sessions. All sessions are held at The Career Center. Please bring your resume, which will be critiqued immediately following the orientation.

### **Pride Recruiting Orientation Sessions**

Wednesday, September 7	Common Hour
Thursday, September 8	2:15 p.m.
Friday, September 9	11:15 a.m.
Monday, September 12	3 p.m.
Thursday, September 15	4 p.m.
Wednesday, September 21	Common Hour
Tuesday, September 27	10 a.m. and 4 p.m.
Monday, October 3	2 p.m.
Wednesday, October 5	Common Hour
Friday, October 14	11 a.m.
Thursday, October 20	3 p.m.
Tuesday, October 25	10 a.m. and 4 p.m.





# EVENTS AND WORKSHOPS

## SEPTEMBER

### Zarb School of Business Alumni Association Resume Critique and Reception

The Zarb School of Business Alumni Association, in conjunction with The Career Center, is conducting a Resume Critique and Reception for students to have their resumes reviewed by industry professionals. Students are encouraged to come meet with Hofstra alumni who will review and explain how to develop a highly effective and professional resume. An introductory reception will be held prior to the event, providing students with an opportunity to network with alumni. All students who register for this event **MUST** bring a resume in order to attend.

Monday, September 12

6 p.m.

The Career Center

### Interview to Impress

Learn the secrets of successful interviews! If you are a student who will be interviewing for full-time or part-time jobs or summer internships, this is an essential program to attend! This workshop introduces you to the different types of interviews and teaches you how to answer questions effectively. This workshop is **mandatory** for all Pride Recruiting participants.

Tuesday, September 13

2:30 p.m.

The Career Center

### The Career Center Fall Kickoff Party

Join us outside The Career Center for a barbecue, live music, games and giveaways! The Career Center staff will be available to discuss career services and resources at Hofstra University as well as job and internship opportunities.

Wednesday, September 14

11 a.m.-1 p.m.

The Career Center

### Fall Job and Internship Career Fair

The Fall Job and Internship Career Fair brings to Hofstra a diverse group of employers – representing a wide variety of career fields – who are seeking candidates to fill full- and part-time positions, summer jobs, and internships. All attendees should be professionally dressed and have plenty of resumes. A list of participating organizations is available at [hofstra.edu/career](http://hofstra.edu/career), and will be continually updated.

Friday, September 16

11 a.m.-2 p.m.

Multipurpose Room  
Mack Student Center

### Real Estate @ Work Program

This program is designed to expose students to the many facets of the real estate business as they prepare for their careers. Applicants accepted into the program are given the opportunity to visit six real estate companies with offices on Long Island. Site visits occur on Friday afternoons. Students **MUST** have Friday afternoons available in order to participate in this program. Each company is engaged in a different aspect of the real estate industry. The visits allow students to experience firsthand what goes on day-to-day in the business environment. This program is open to juniors and first-semester seniors. Students who participate in the Real Estate @ Work Program have the opportunity to receive one credit through their academic adviser in the Frank G. Zarb School of Business.

**The application deadline is Friday, September 23, 2011, and must be submitted through PRIDE-CMS.**

Please stop by the LIREG Table at the Fall Job and Internship Career Fair to learn more about this internship program.

## Interview to Impress

Learn the secrets of successful interviews! If you are a student who will be interviewing for full-time or part-time jobs or summer internships, this is an essential program to attend! This workshop introduces you to the different types of interviews and teaches you how to answer questions effectively. This workshop is **mandatory** for all Pride Recruiting participants.

Monday, September 19

4 p.m.

The Career Center

## Zarb School of Business Internship Orientation

This workshop provides information about the benefits of an internship in the field of business, the most suitable time to take part in an internship, conducting a successful search, applying for an internship, and gaining the most from the experience. Learn about important resources to use in attaining an internship in fields such as accounting, finance, information technology, management, and marketing. **Every Zarb School of Business major is strongly advised to attend.**

Wednesday, September 21

Common Hour

100 Breslin Hall

## Accounting and Finance Fair

Hosted by Beta Alpha Psi and The Career Center, this event brings public and private accounting firms to campus as well as financial organizations seeking to hire Hofstra interns and graduates! This event is required for students in the Pride Recruiting or Internship Recruiting programs, as it provides an excellent opportunity to network with employers.

Monday, September 26

6-8 p.m.

David S. Mack Sports and Exhibition Complex

## Zarb School of Business Alumni Association Mock Interviews

Do you need help polishing your interview skills? Do you want to get tips from employers about how to ace an interview? Then reserve a “mock” interview time! All students participating in Pride Recruiting are required to attend a 30-minute mock interview. Alumni from the Frank G. Zarb School of Business will conduct these mock interview sessions. Students can sign up at The Career Center or by calling **516-463-6060**.

Tuesday, September 27

6 p.m.

The Career Center

## Communication Alumni and Interns: The Real World – A Frank Conversation

Are you interested in a career in journalism, radio, television, film, or public relations? School of Communication students are encouraged to attend this event to learn from alumni industry insiders and current interns about the most effective ways to present yourself on paper, online and in person, to stand out from the crowd.

Tuesday, September 27

7 p.m.

Studio A, Dempster Hall

## National Diversity Tri-State Council College Summit Sponsored by The Career Center

This event will foster leadership among college/university students as well as enhance communication and functioning in a multiracial, multiethnic, and multicultural society through diversity dialogues and experience, in turn to promote excellence and success among college students through diversity efforts. The goals of this event are to (1) make equity the cornerstone of college students’ thoughts, actions and lives; (2) encourage contributions to the community by ensuring full representation and honoring the uniqueness of individuals from diverse backgrounds; (3) create and provide intercultural and cross-cultural opportunities and experiences; (4) cultivate skill sets needed to discuss

and deal with complex race/ethnicity issues about which we deeply disagree, including the current existence of discrimination in our society; and (5) prepare students for a diverse workplace.

Friday, September 30

9 a.m.

Multipurpose Room, Mack Student Center

## OCTOBER

### “Focus On ...” Series: **SKILLS**

Successful self-promotion in a job and internship search is essential. It is critical for students to know the full range of their skills and be able to communicate their strengths effectively. This workshop helps students polish existing skills and learn new strengths. Students learn how to strategically target their talents during the job search process through resumes, interviews, and other interactions with employers. **SKILLS** is the first of four workshops in the “Focus On ...” Series this month. You may also be interested in **VALUES**, **INTERESTS**, and **PERSONALITY**.

Monday, October 3

4:30 p.m.

The Career Center

### Zarb School of Business Alumni Association Mock Interviews

Do you need help polishing your interview skills? Do you want to get tips from employers about how to ace an interview? Then reserve a “mock” interview time! All students participating in Pride Recruiting are required to attend a 30-minute mock interview. Alumni from the Frank G. Zarb School of Business will conduct these mock interview sessions. Students can sign up at The Career Center or by calling **516-463-6060**.

Monday, October 3

6 p.m.

The Career Center

### Resume Workshop for Communication Majors

If you are a School of Communication student and would like to have your resume stand out in the “industry,” be sure you attend this workshop! The Career Center will provide an in-depth resume review for all majors within the School of Communication, so please bring a current resume with you!

Wednesday, October 5

Common Hour

300 Dempster Hall

### Interview to Impress

Learn the secrets of successful interviews! If you are a student who will be interviewing for full-time or part-time jobs or summer internships, this is an essential program to attend! This workshop introduces you to the different types of interviews and teaches you how to answer questions effectively. This workshop is **mandatory** for all Pride Recruiting participants.

Wednesday, October 5

4 p.m.

The Career Center

### Employer Mock Interview Event

Do you need help polishing your interview skills? Do you want to receive tips from employers about how to ace an interview? Then reserve a “mock” interview time today! All students participating in Pride Recruiting are required to attend a 45-minute practice interview. Hofstra University alumni as well as several employers have volunteered to spend the day at The Career Center to participate in this event. Students are required to dress professionally, bring resumes, and have questions prepared to ask the employer with whom you “interview.”

*Continued on next page*

**This event will help students:**

- ▶ Develop interviewing strategies.
- ▶ Learn more effective ways to answer different types of questions.
- ▶ Become more comfortable and confident during interviews.
- ▶ Communicate their skill set clearly.
- ▶ Answer second-round interview questions.

Wednesday-Friday,  
October 5-7

9 a.m.-4 p.m.

The Career Center

**How to Be a Great Magazine Intern**

Join magazine networking organization Ed2010, the Public Relations Student Society of America, the Society of Collegiate Journalists, and the Career Center as we welcome professionals with coveted jobs in magazine media to campus. With experience in both web and editorial at some of the world's largest publishers, these guests will share the inside scoop on what it takes to make a lasting impression as intern. This is a learning and networking opportunity that students across all majors definitely won't want to miss.

Thursday, October 6

6-9 p.m.

246 East Library Wing

**“Focus On ...” Series: VALUES**

Defining what is important to you in your future career and lifestyle is essential when exploring possible careers. This workshop will help students gain insight into their values through interactive exercises and discussion. Students also learn how to keep their values in consideration when determining a career path and during the job search process. **VALUES** is the second of four workshops in the “Focus On ...” Series this month. You may also be interested in attending **SKILLS, INTERESTS, and PERSONALITY**.

Monday, October 10

4:30 p.m.

The Career Center

**Walt Disney Internship Information Session**

Are you interested in interning with the largest name in entertainment – Disney? Join us for this fun and informative session to learn about the Disney College Program and to find out if this is the right internship for you!

Wednesday, October 12

Common Hour

109 Roosevelt Hall

**School of Communication Internship Orientation**

This workshop provides information about the benefits of an internship in the field of communication, the most suitable time to take part in an internship in the industry, conducting a successful search, applying for an internship, and gaining the most from the experience. You will learn important resources to use in attaining an internship in radio, public relations, broadcast and print journalism, speech communication, video, television, and film. **Every School of Communication major is strongly advised to attend.**

Wednesday, October 12

Common Hour

106 Breslin Hall



## First-Year Series: Ready, Set ... Resume!

Yes, as a first-year student you should have a resume! Do not procrastinate on this important activity! If you understand the purpose of the resume and where it fits into the entry-level hiring process, you will see that it requires more thought and preparation than just compiling it during senior year. This resume workshop for **first-year students** covers the basics of how to write a resume and why it is important to have one, even though graduation is a few years away. Refreshments will be served. *Sponsored by the Office of Student Leadership and Activities.*

Thursday, October 13

7:30 p.m.

021 Netherlands Complex

## Interview to Impress

Learn the secrets of successful interviews! If you are a student who will be interviewing for full-time or part-time jobs or summer internships, this is an essential program to attend! This workshop introduces you to the different types of interviews and teaches you how to answer questions effectively. This workshop is mandatory for all Pride Recruiting participants.

Friday, October 14

Noon

The Career Center

## Resume Writing for Education Students

Learn how to market yourself for teaching jobs by writing an effective resume! Topics include resume content and style, and today's hiring expectations.

Friday, October 14

4 p.m.

The Career Center

## “Focus On ...” Series: INTERESTS

Understanding personal interests can help you identify what ideas and pursuits will keep you engaged – an important element in satisfying work. It is critical for students to identify their interests and be able to integrate them in the career-planning process. This workshop helps students define their individual interests, both personal and academic, and discover areas in which they are most motivated to pursue a career. **INTERESTS** is the third of four workshops in the “Focus On ...” Series this month. You may also be interested in attending **SKILLS, VALUES**, and **PERSONALITY**.

Monday, October 17

4:30 p.m.

The Career Center

## Radio, Television, Film Internship Workshop

This workshop is designed to assist students in understanding the process of finding and landing the vital communication internship. All junior and senior School of Communication students are encouraged to attend.

Wednesday, October 19

Common Hour

Studio A, Dempster Hall

## Plunkett Research Presentation

Jack W. Plunkett is the CEO of Plunkett Research, Ltd. Plunkett Research continuously monitors and analyzes the most important trends shaping the future of business and industry, both in the United States and abroad. Jack Plunkett's lively presentation weaves together demographics, globalization, technologies and changes in a powerful manner. This event is open to ALL students interested in gaining insight and understanding about how the world is changing. Students will leave the presentation feeling much more optimistic about the future.

Wednesday, October 19

Common Hour

Axinn Library, Main Floor

## Speech-Language Pathology and Audiology Information Session

Would you like a career that provides job security and flexibility? Would you be interested in careers in the allied health professions that offer a great salary? Would you like to work in a dynamic, ever-changing field that also allows you to work in a variety of settings with a variety of individuals? If you answered “yes” to any of these questions, come and join the Speech-Language-Hearing Sciences Department for a fun and informative event about careers in audiology and speech-language pathology! You will have the opportunity to meet and hear from faculty, clinicians, current students in the program, and Career Center representatives. An exciting tour of the department facilities at the Saltzman Center will also be included! Lunch will be served.

Wednesday, October 19

Common Hour

204 Brower Hall

## Professional Etiquette Dinner

Join us for a unique dining event with a three-course dinner and an interactive seminar facilitated by a certified protocol officer and business etiquette expert. Participants will learn how to conduct themselves on interviews and meetings in a dining atmosphere, and learn proper networking etiquette. Attendees will be assigned to alumni-hosted tables and have the opportunity to network. **There is a \$10 fee, which includes the seminar and three-course meal. Space is limited; RSVP early with your payment to The Career Center to reserve your seat.**

Wednesday, October 19

6-9 p.m.

Hofstra University Club

## Communication Career Fair

In conjunction with the School of Communication, The Career Center is hosting communication organizations seeking to hire students interested in developing their knowledge and skills in the communications industry. All attendees must be professionally dressed and have plenty of resumes to distribute at the fair. Visit [hofstra.edu/career](http://hofstra.edu/career) for a list of participating organizations.

Friday, October 21

11 a.m.-2 p.m.

Studio A, Dempster Hall

## Columbia University Engineering Consortium Career Fair

Hofstra University is proud to participate in the eighth annual Engineering Consortium Career Fair on Columbia University’s Morningside Heights campus in the Roone Arledge Auditorium of Alfred Lerner Hall. Last year the fair attracted more than 1,900 students from top engineering schools and more than 100 preeminent national and international engineering employers. Students who wish to attend must sign up on PRIDE-CMS by October 14. There will not be any walk-ins allowed due to security purposes.

Friday, October 21

Noon-4 p.m.

Columbia University  
Morningside Heights campus, Alfred Lerner Hall, Roone Arledge Auditorium

## “Focus On ...” Series: PERSONALITY

Your personality drives your energy and determines how you interact with the world around you. Success in a career, like everything in life, is driven by personality compatibility. This workshop helps students self-assess their personality utilizing the Myers-Briggs Type Indicator assessment. Students will learn to better understand themselves and apply what they’ve learned to a career. **PERSONALITY** is the fourth and final workshop in the “Focus On ...” Series this month.

Monday, October 24

4:30 p.m.

The Career Center

## Careers in International Affairs

The purpose of this event is to assist students with thinking outside the box with their job interests and searches, and enhance their internship and employment searches to include industries such as NGO and government sectors.

Monday, October 24

6 p.m.

TBD

## Interview to Impress

Learn the secrets of successful interviews! If you are a student who will be interviewing for full-time or part-time jobs or summer internships, this is an essential program to attend! This workshop introduces you to the different types of interviews and teaches you how to answer questions effectively. This workshop is **mandatory** for all Pride Recruiting participants.

Wednesday, October 26

Common Hour

The Career Center

## Education Career Night

The Career Center will host several schools and education-related organizations seeking to meet candidates interested in education careers. All attendees should be professionally dressed and have plenty of resumes. A list of participating organizations will be available at [hofstra.edu/career](http://hofstra.edu/career), and will be continually updated.

Thursday, October 27

4-6:30 p.m.

Lobby, Hagedorn Hall

## NOVEMBER

## Interview to Impress

Learn the secrets of successful interviews! If you are a student who will be interviewing for full-time or part-time jobs or summer internships, this is an essential program to attend! This workshop introduces you to the different types of interviews and teaches you how to answer questions effectively. This workshop is **mandatory** for all Pride Recruiting participants.

Tuesday, November 1

4 p.m.

The Career Center

## Hofstra College of Liberal Arts and Sciences Internship Orientation

This workshop explores the benefits of an internship. Whether you're a political science major or music major, this is the workshop for you! Topics include: when to start an internship, conducting a successful search, applying for an internship, and gaining the most from the experience. Every student enrolled in Hofstra College of Liberal Arts and Sciences is strongly encouraged to attend.

Wednesday, November 2

Common Hour

106 Breslin Hall

## Interviewing for Communication Majors

If you are a School of Communication student who will be interviewing for full- or part-time jobs or summer internships, this is an essential program to attend! This workshop introduces you to the different types of interviews and offers advice on how to answer questions effectively.

Wednesday, November 2

Common Hour

300 Dempster Hall

## Diversity in the Workplace Series

In the context of the workplace, valuing diversity means creating a workplace that respects and includes differences, recognizes the unique contributions that individuals with many types of differences can make, and creates a work environment that maximizes the potential of all employees. Incorporating diversity practices in a workplace includes recruiting from diverse talent pools to make the organization open to employees from various backgrounds. The Diversity in the Workplace Series is an opportunity for students to interact with employers and alumni committed to hiring a diverse workforce.

Wednesday, November 2

6 p.m.

The Career Center

## Employer Mock Interview Event

Do you need help polishing your interview skills? Do you want to receive tips from employers about how to ace an interview? Then reserve a “mock” interview time today! All students participating in Pride Recruiting are **required** to attend a 45-minute practice interview. Hofstra University alumni as well as several employers have volunteered to spend the day at The Career Center to participate in this event. Students are required to dress professionally, bring a resume and have questions prepared to ask the employer you “interview” with.

### ***This event will help students:***

- ▶ Develop interviewing strategies.
- ▶ Learn more effective ways to answer different types of questions.
- ▶ Become more comfortable and confident during interviews.
- ▶ Communicate their skill set clearly.
- ▶ Answer second-round interview questions.

Thursday and Friday,

November 3 and 4

9 a.m.-4 p.m.

The Career Center

## Careers in the Federal Government

The federal government is hiring! With the growing need to attract top talent; an increase in the amount agencies are spending on student loan repayment, signing bonuses and relocation expenses; and unparalleled opportunities to pursue a wide array of career experiences, this is a great time to consider a career in the federal government. The government offers employment opportunities across the country and around the world, and is looking to attract students from all majors. This event is brought to you by Hofstra University in cooperation with the Partnership for Public Service. A representative from the Partnership’s Annenberg Speakers Bureau presents this program and offers advice on how to find and apply for a job or internship with a federal agency.

Friday, November 4

Noon

103 Breslin Hall

## Interview Techniques for Education Students

Learn successful interviewing tips for teaching positions, engage in “mock” interviews, and share your experiences with other students in this interactive seminar.

Friday, November 4

4 p.m.

The Career Center

## Careers in Publishing

Book publishing isn't just for English majors! It is a field that is full of possibilities, and filled with career paths for every interest. There are positions in finance, marketing, sales, publicity, design, editorial, legal, and production departments, not to mention many more opportunities. This program and panel discussion, hosted by Hofstra Career Center and the Association of American Publishers, will provide an overview of the many career options in the publishing industry.

Monday, November 7

7-9 p.m.

246 East Library Wing

## Mock Interview Night With School of Communication Alumni

If you are a School of Communication major and want to develop or polish your interviewing skills for an internship or job, please join us at this exciting event! Master the art of a professional interview and get inside tips from alumni in communications industries. This is a great opportunity to strengthen your network of contacts as well. School of Communication alumni will conduct mock interview sessions and provide in-depth feedback. Reserve a mock interview time at The Career Center or call **516-463-6060**.

Wednesday, November 9

6:30-9 p.m.

The Career Center





**Events will be added as the semester progresses. Visit [hofstra.edu/career](http://hofstra.edu/career) for up-to-date event and workshop information, company information sessions, Quick Question Hours, and valuable career resources.**

Hofstra University continues its commitment to extending equal opportunity to all qualified individuals without regard to race, color, religion, sex, sexual orientation, age, national or ethnic origin, physical or mental disability, marital or veteran status in employment and in the conduct and operation of Hofstra University's educational programs and activities, including admissions, scholarship and loan programs and athletic and other school administered programs. This statement of nondiscrimination is in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act Amendments Act, the Age Discrimination Act and other applicable federal, state and local laws and regulations relating to nondiscrimination ("Equal Opportunity Laws"). The Equal Rights and Opportunity Officer is the University's official responsible for coordinating its adherence to Equal Opportunity Laws. Questions or concerns regarding any of these laws or other aspects of Hofstra's Equal Opportunity Statement should be directed to Jennifer Mone, the Equal Rights and Opportunity Officer, at (516) 463-7310, C/O Office of Legal Affairs and General Counsel, 101 Hofstra University, Hempstead, NY 11549. For more information on general student matters (not work-related), you may contact the Dean of Students or Services for Students with Disabilities Offices, as appropriate.

In compliance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and other federal law, detailed information on campus security and fire safety is available by accessing the Hofstra website at [hofstra.edu/campusafetyreport](http://hofstra.edu/campusafetyreport) or by contacting the Advisory Committee on Campus Safety. Crime statistics are also available at the U.S. Department of Education website at <http://ope.ed.gov/security>. The Advisory Committee on Campus Safety will provide upon request all campus crime and fire safety statistics as reported to the U.S. Department of Education. For additional information, please call the Department of Public Safety at 516-463-6606.

# LOOKING FOR SUCCESS?



## Hofstra University Career Center



**HOFSTRA**  
UNIVERSITY®  
THE CAREER CENTER

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Phone: 516-463-6060  
Fax: 516-463-4892  
Website: [hofstra.edu/career](http://hofstra.edu/career)  
E-mail: [plapride@hofstra.edu](mailto:plapride@hofstra.edu)



HOFSTRA UNIVERSITY®

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**career series**  
**FALL 2011**