

January 14, 2015

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CONTACT US

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1st Floor
407.646.2195
careercenter@rollins.edu
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OFFICE HOURS

Monday - Friday
8:30AM – 5:00PM

WALK-IN HOURS

Monday - Friday
3:00PM – 5:00PM

FOLLOW US ON...



GET LINKEDIN

With over 4,000 profiles registered in the Rollins Alumni group, LinkedIn is regarded as a powerful Rollins professional network tool. This group is

UPCOMING IN CAREER & LIFE PLANNING

Spring 2015 Academic Internship Registration

Applications due by Wednesday, January 14 at 5:00 p.m.

All eligible A&S, CPS, and Hamilton Holt students can register for a Spring 2015 academic internship via FoxLink by clicking on “Academic Internship Registration Form” in the left-hand column under the appropriate student tab (A&S/CPS Student or Holt Student). You can find more information about how to register for an academic internship by reviewing the information on the [Welcome Screen in FoxLink](#) as well as the [career center website](#). If you have additional questions about how to register for a Spring 2015 academic internship, please call the Center for Career & Life Planning at 407-646-2195 or stop by during our Walk-In Hours, Monday-Friday, 3:00-5:00 p.m.

Spring 2015 Mandatory Academic Internship Orientation

Thursday, January 15, 12:30 – 1:45 p.m.

Center for Career & Life Planning, 170 West Fairbanks

All A&S, CPS, and Holt students participating in a Spring 2015 Academic Internship are required to attend a Mandatory Internship Orientation.

City Year Information Table

Tuesday, January 20, 11 a.m. – 1 p.m.

Bieberbach-Reed Room, Cornell Campus Center

City Year believes education has the power to help every child reach his or her potential. However, in high-poverty communities there are external factors and obstacles students are faced with every day that can interfere with their ability to both get to school and be ready and able to learn. But it's these students who need a bit of extra, individualized support. But there's a gap between the kind of help they need and the support the schools are designed to provide. City Year partners with most at-risk schools to help bridge the gap between what their students need and what the schools are designed to provide. In doing so, they are helping students reach their full potential and graduate high school in communities all across America.

WORKSHOP SERIES

open to both students and alumni. [Join the group!](#)

Check out our upcoming sessions to get excellent resume writing and internship search tips from staff members in the Center for Career & Life Planning. You do not have to sign-up, just plan to attend a session that works for you!

Resume & Linked In: Build Your Personal Brand

Center for Career & Life Planning, 170 W. Fairbanks Building, 1st Floor

Thursday, January 15, 4 – 5 p.m.

Friday, January 23, 1 – 2 p.m.

Tuesday, January 27, 2 – 3 p.m.

Wednesday, February 4, 1 – 2 p.m.

Internships: Gain Experience to Get Ahead

Center for Career & Life Planning, 170 W. Fairbanks Building, 1st Floor

Monday, January 26, 1 – 2 p.m.

Monday, February 9, 12:30 – 1:30 p.m.

Job Search: Achieve Success After Rollins

Center for Career & Life Planning, 170 W. Fairbanks Building, 1st Floor

Thursday, January 29, 12:30 – 1:30 p.m.

Monday, February 16, 4 – 5 p.m.

View the [Career & Life Planning Calendar](#) for further details about upcoming workshops and events.

R-CAREER BLOG



Tips for the Job Search

Submitted by Julia Larson, Assistant Director of the Center for Career & Life Planning

[10 Mistakes Millennials Make in the Job Search](#)

By: [Alexandra Stephens](#)

This month, two recruiters from two very different industries visited our staff meeting to share their insider perspectives on hiring millennials. Katie Maillet, campus recruiter at Waltham-based [Constant Contact](#), and Veronica Thomas, vice president of talent acquisition for commercial programs at [RBS Citizens](#), discussed strategies for recruiting new talent in

the digital age – from using social media to increasing diversity – and how we can better prepare our students for success.

I wanted to share the takeaways from this discussion more broadly, so I've compiled a list of 10 common mistakes that millennials make during the recruiting process – and how they can be avoided.

1. You don't follow directions. The job/internship application is your first opportunity to show a potential employer what you're made of, so read the instructions carefully! Usually, employers will require a [resume](#) and [cover letter](#), but other times you may be asked to complete a project, respond to short answer questions or make your way through another screening mechanism. Read the job description and the application requirements thoroughly to avoid getting weeded out in the first round.

2. You don't do your research. Rule of thumb: If the answer to your question can be found on the *About* page of the company website, don't ask it. Recruiters talk to applicants all day long about their company, open positions, and why it's a great place to work. Make their lives easier – and show you're a serious contender – by doing your homework on the company, role and field/industry ahead of time. The company's website, social media accounts and Google alerts are great places to find interesting information you can reference in your interactions. If you are invited to interview, request the names of your interviewers in advance so you can look them up on LinkedIn – you might find you have a connection in common. Another lesser known resource is [Glassdoor.com](#), a growing database of six million company reviews, salary reports, interview reviews and questions – all shared by current and former employees.

3. You don't update your privacy settings on social media. Millennials have grown up with social media and remember when it was used for only social purposes. Those days are long gone, and employers are doing their research, too. Despite the many warnings out there, employers still see negative posts about former employers, photos of candidates with red solo cups, and other no-no's. Think twice about what you post on Facebook and Twitter, and don't forget about other searchable platforms like Instagram, Vine and YouTube. Then take a few minutes to [look at them through the eyes of a potential employer](#) and adjust your privacy settings accordingly.

4. Your email address / voicemail greeting is weird.

[Read more.](#)

Blog Post: Stephens, Alexandra. [Internet]. November 2014. 10 Mistakes Millennials Make in the Job Search. Available from <https://www.linkedin.com/pulse/20141124140038-14213307-10-mistakes-millennials-make>.

More articles like this on [R-CareerBlog](#)

SOCIAL MEDIA TIPS

Setting the Right Social Media Strategy for Your Job Search

Posted on [The Ladders](#) by Kelley Joyce

Social media is here to stay, like it or not. The "Big 4" social media players of Facebook, Twitter, LinkedIn and YouTube have become tightly intertwined with our personal and professional lives and completely transformed the news media.

Millions of people worldwide use some sort of social media channel on a daily, if not hourly, basis to stay in touch with friends and family or to promote their businesses. Social media is becoming increasingly important as a critical method by which to market their skills and network online.

To the novice social media user, it can be overwhelming to decide how and where to start interacting online. If your goal is to conduct a successful job search through social media, then anxiety levels can increase for even the most learned user. The good news is that there are some simple guidelines to adhere to when embarking upon how to use social media to secure your dream position.

1. Remember Your Audience

A savvy individual always keeps his audience in mind when searching for and communicating with target individuals and organizations. Your time to devote to social media will be limited during the job search process; therefore, it is essential to determine where your audience "lives" online and apply your resources accordingly.

Your audience might be former colleagues, HR representatives and executives of ideal employers, current and past clients, alumni connections or professional organizations. You may even determine social media isn't the quickest path to employment because your fellow professionals only hire from within or rub elbows at industry conferences. If that's the case then you have just saved yourself time and effort. However, for the vast majority of today's candidates, an appealing profile and a smart strategy will bolster your search.

2. Match Your Audience to a Social Media Channel

It's easy to feel compelled to be all things to all people on all social media mediums. This is not the easy road because an effective social media strategy — versus merely hanging up your Internet shingle — takes more time and

energy than you might think. The practical strategy is to begin with the one channel that is most germane to your search, reach a level of proficiency or mastery through proven traction with contacts and then decide if you can take on another social media outlet.

To help simplify your social media selection, we've created a concise overview of the leading social media platforms and what they offer in your job search. Consider your career aspirations and then analyze the opportunities to create with social media...[Read more.](#)

Blog from: Joyce, Kelley. The Ladders. [Internet]. Setting the Right Social Media Strategy for Your Job Search. Available from: <http://www.theladders.com/career-advice/setting-right-social-media-strategy-for-job-search>

CAREER RESOURCE HIGHLIGHT

Resume Tips & Samples

Accessible [Online](#)

Thinking about putting together your resume? Not sure where to start? Check out these helpful resume tips regarding content editing, formatting, and drafting. Also view the Samples for layout ideas.

UPCOMING EVENTS & DEADLINES

University of Miami Public Health Graduate Programs

Tuesday, January 20, 5:30 p.m.

*Miller School of Medicine Campus in Downtown Miami
1120 NW 14th Street, Room 1080, Miami, FL 33136*

Come to this open house hosted by the University of Miami's Miller School of Medicine for prospective students. This will be a great opportunity for you to learn more about the public health graduate programs and meet with faculty, staff, and students. [Click here](#) learn more about the Public Health Graduate Programs at the Miller School of Medicine.

Work It Wednesday

Wednesday, January 28, 4 -- 5 p.m.

Olin Library, Rollins College

FOCUS 2: Rollins' New Career Planning Tool.

Find out how the new FOCUS 2 online assessment and career-planning tool can help you explore majors and discover career options. You now have access to FOCUS 2 at Rollins, so come learn about this exciting career planning tool. All students are welcome to attend!

TEAMeffort Missions Information Table

Tuesday, January 27, 11 a.m. – 1 p.m.

Bieberbach-Reed Room, Cornell Campus Center

TEAeffort is a non-profit inter-denomenational Christian mission organization that has been providing life-changing, eye-opening, and faith-building mission experiences for youth for over 20 years. They offer opportunities for youth groups to put their faith into action through challenging and rewarding mission projects. Youth groups work on projects such as repairing and renovating homes for families in need, and building mission and ministry facilities. They also work at homeless shelters, respond to natural disasters, lead children's outreach programs, and reach out to individuals and communities through Christian service. Through well-planned camps, exciting locations, energetic staff, knowledgeable site leaders, quality music and programs, and meaningful mission projects, your group is bound for a mission adventure they will never forget!

The Earth Institute Columbia University and Columbia School of International and Public Affairs (SIPA)

Now accepting applications

The Earth Institute and the School of International and Public Affairs are now accepting applications for a Master of Public Administration (MPA) program in Environmental Science and Policy at Columbia University. The application deadlines for the one-year [MPA in Environmental Science and Policy](#) program are approaching: **January 15** (fellowships consideration) and **February 15** (final deadline). All applicants who apply by January 15, 2015 will be eligible for the Dean's Fellowship – a full-tuition grant and internship – as well as for numerous partial fellowships. Our program stands apart in its one-year structure, which makes for an intensive learning experience that saves students both time and money, and allows graduates to re-enter the workforce better prepared to meet the increasing demands on leaders. In [this video](#), a few of our 700 alumni speak about the program's transformative power on their sustainability careers. For any questions please contact Sarah Tweedie at st2745@columbia.edu.

Southern Teachers Agency

Now accepting applications

The Southern Teachers Agency is offering teaching positions for all majors. Schools have started recruiting teachers, coaches, and administrators for 2015-16. It's not too late to become an STA candidate and be included in the upcoming season of Recruitment Fairs:

- **Math Masters** (*Virtual Fair for Math teachers*) Thursday, January 29
- **Science Stars** (*Virtual Fair for Science Teachers*) Thursday, February 5
- **Charlottesville Teachers Fair** (*interviews in person*) Saturday, February 14
- **Texas Roundup** (*Virtual Fair for schools in Texas*) Thursday, March 12

- **Florida's Finest** (*Virtual Fair for schools in Florida*) Thursday, March 19
- **Best of the South, Atlanta** (*interviews in person*) Saturday, March 28
- **Season Finale** (*Virtual Fair for all teachers, schools in all states*) Thursday, April 23

STA helps nearly [600](#) private and [independent schools](#) in the Mid-Atlantic and Southern states hire enthusiastic learners, communicators, and role models for their classrooms, playing fields, service activities, and co-curricular programs. These schools offer small classes, supportive and collegial faculty cultures, opportunities to innovate, create, and inspire. And when they hire faculty, they focus on subject area expertise—proven success in the study of mathematics, foreign language, or biology, for example. Though helpful, an education major/degree is *not a hiring prerequisite*. STA's services are personal, proven, and **free** for candidates. [Click here to apply](#). Because they interview all of their candidates, it can take several weeks to become an active STA candidate. So start your application today!

Summer 2015 LIVE. LEARN. INTERN Program

Now accepting applications

DCInternships.org is now accepting applications for our Summer 2015 LIVE. LEARN. INTERN. Programs in Washington, DC. Each program includes academic credit, a guaranteed internship placement and fully furnished housing in the heart of Washington, DC. Get more information on this program, and apply at: <http://www.dccinternships.org/live-learn-intern/>

New events are always being posted! Visit the [Career & Life Planning Calendar](#) for a complete schedule of workshops, networking events, and recruiting sessions being offered during Fall 2014.