

GRADNEWS

University of Arkansas Career Development Center

ARKU 607 * Phone 479-575-2805

<http://career.uark.edu>

Volume IV, Issue 2
Spring 2007

GRADNEWS is a newsletter for graduate students created by the UA Career Development Center twice per semester. Check out more of previous issues:

<http://career.uark.edu/students/newsletters.asp>



Graduating and need a job?

"you are invited to attend one final career fair"

Friday, April 20, 10:00 am - 3:00 pm
Arkansas Union 4th Floor **Red Lounge** outside
of the Multi-Cultural Center

Attending organization in **the Nola Holt Royster and Jennifer Hopkins Career Fair** include:



The Career Fair is sponsored by the Black Alumni Society and the Career Development Center as part of the Black Alumni Society Reunion.

Kellogg's is hosting a breakfast from 10-11 in the Multicultural Center Friday morning, which is open to all students. A lecture series will also take place from 1 to 3 p.m. on Friday afternoon in the Career Center office suite, Arkansas Union 607. Presenters include Dorcedar Glover with General Electric, Onika Jones with Tyson Foods, and C. Ellen Washington, Assistant Psychology Professor at Saint Augustine's College.

For more information, contact **Angela Monts** at ammonts@uark.edu or 575-2812

'But I Have No Skills'

When a lot of doctoral students who are seeking their career options outside of academe, many become anxious thinking "**I have no skills.**"

Don't restrict your thinking to a narrow definition of employment experience. Teaching and research assistantships qualify as legitimate professional experience requiring highly developed skills. Most graduate students have little familiarity with the professional workplace outside of academe. The paralyzing inability to recognize how skills honed in graduate school can be successfully transferred to a multitude of settings can undermine your job search long before it has even begun.

Insecurity & a colossal underestimation of the value of their transferable skills, seem to be universal among the graduate students.

REBECCA A. BRYANT, *the director of the Graduate College Career Services Office at the University of Illinois at Urbana-Champaign*

What Employers Want. Employers are increasingly seeking job candidates who possess the "total package" of **strong communication skills, computer and technical aptitude, problem-solving capabilities, leadership, teamwork, interpersonal abilities, and a willingness to learn quickly and continuously.**

Employers seeking job candidates who possess the "total package"

PHILIP D. GARDNER, *the director of the collegiate Employment Research Institute at Michigan State University*

Critical-thinking skills, self-directed work habits, and the ability to adapt to change quickly are essential for success in today's workplace, whether your vocation is university professor, project manager, or consultant. Conveniently, graduate students are challenged to hone such skills daily in

their seminars, projects, teaching, and independent re-

search.

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How to Identify Your Skills

The following **three-part exercise** to help graduate students recognize the sophisticated skills they are developing:

List everything you do as a graduate student.

Don't forget to include your part-time jobs, your work on student organizations, and your

teaching. Your list might read something like this: attend seminars, write research papers, prepare and present lectures, grade papers.

Now describe the specific tasks associated with each activity.

Use active verbs, and don't be afraid to include adjectives, too.

For example, grading papers involves close attention to detail the objective assessment of student performance, the consistent application of subjective criteria, and the ability to articulate deficiencies and suggest improvements with diplomacy and tact.

Finally, describe the abilities and strengths that you needed to be successful in those tasks in ways that will be understood by a broad nonacademic audience.

Those descriptions will come in handy later, when you write a résumé.

One such description might be: "objectively evaluated student progress and provided meaningful feedback."

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Once you can identify and articulate your skills, it's much easier to start thinking about a variety of careers, and imagining yourself in them. By shedding the self-defeating misconception that you have few relevant skills, you can begin to define success in your own terms.

**BEYOND THE
IVORY TOWER**

Written by **REBECCA A. BRYANT**, the director of the Graduate College Career Services Office at the University of Illinois at Urbana-Champaign. Also she is career advising writer for the Chronicle of Higher Education.

Visit <http://chronicle.com/jobs/news/2005/08/2005081801/c/careers.html> for full article.

Come and see us, a career counselor to help coach you through your self-assessment process. Call us for an appointment at 575-2805. Why not now?



Check out the best tool for gaining a competitive edge in the job hunting? Go to <http://uark.optimalresume.com/>

OptimalResume.com is an easy to use, customized resume building service providing a comprehensive, Web-based tool for graduate students to create, present and manage quickly and easily a professional resume and CV.

Graduate Students' Career Needs

Your opinion is very important to us.

Please allow us to hear more about your career concerns and plans including:

- What is your career plan after graduation?
- Any specific recruiters you want to contact?
- Particular information you want to see on our Newsletter?
- What career-related services do you need?

Please go to <http://career.uark.edu/contact.asp?id=1> or contact Moon-Sook Son at mson@uark.edu or 575-2805



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