

Positioning Yourself to Get the Job You Want Prepared for College of Business Students

College of Business (COB) Contacts

Ms. Margaret Van Brunt, Assistant Dean and Coordinator of the COB Supervised Internship Program. Her office is in the COB Dean's Suite, Bunce Hall Room 218. You may contact her at 856-256-4047 or Vanbrunt@rowan.edu.

Ms. Karen Siefring, Assistant to the Dean for Academic Advisement. Her office is in the COB Dean's Suite, Bunce Hall Room 218. You may contact her at 856-256-4037 or Siefring@rowan.edu

Your Academic Advisor – See item #14 below.

Career and Academic Planning (CAP) Center

The CAP Center is located on the first floor of Savitz Hall. You may contact the CAP Center at 856-256-4456. The CAP Center staff provides a full range of services including the following:

- ◆ Individual Career Counseling and Planning
- ◆ Self-Assessment to explore one's interests, skills, and work values
- ◆ Academic and Career Related Workshops including
 - ◆ Resume Writing
 - ◆ Interviewing Skills
 - ◆ Job Search Strategies
 - ◆ Networking
- ◆ On-Campus Recruitment
- ◆ Special Career Events
- ◆ Off-Campus Work Study
- ◆ Resume and Cover Letter Critiquing
- ◆ Unlimited use of the Career Resource Library and Computer Lab
- ◆ *Career Talk* Radio Show on Rowan Radio – the first and third Mondays of every month at 5:30 pm
- ◆ Internet information available at www.rowan.edu/cap
- ◆ Developmental academic advising including exploring and choosing a major, course selection, and changing a major

Positioning Yourself to Get the Job You Want

As a Rowan University student majoring in Business Administration or Accounting, you probably want to secure a rewarding and high-paying career position when you graduate. What can you do to position yourself so that you will be especially attractive to potential employers and obtain that career position in your field? What can you do to make yourself worthy of special consideration from employers? What can you do so that you will stand out from the rest of the crowd?

Rowan University's College of Business (COB) offers its students many opportunities to excel as they prepare for career opportunities. As you plan ahead to prepare yourself for a career position, consider the ideas discussed below. Many ideas are presented and you can't do everything. So, be selective. As you consider your options, think long term, take time to plan your future, set your priorities to assure your long-term success, and choose deferred gratification over immediate gratification!

Start with Self-Assessment. This is the first step in positioning yourself for the career you want. Self-assessment helps you to reflect seriously on your own interests, abilities and work values and identify what you aspire to in a career. To prepare for rewarding employment, students can utilize self-assessment tools available through the CAP Center to match the world-of-work with their goals. CAP Center advisors will explain the tools that are available. These include paper-pencil inventories and interactive Internet sites to utilize in your self-exploration. Call the CAP Center at 256-4456 to make an appointment to obtain more details about self-assessment as well as to obtain assistance with creating and updating your resume and interview preparation. The CAP Center is located on the first floor of Savitz Hall.

Remember to:

- Check your Rowan e-mail regularly or exercise the feature to forward the e-mail sent to your Rowan e-mail address to your preferred e-mail address. The COB e-mails students frequently providing information on COB news, Supervised Internship opportunities, scholarships and awards, special activities, club activities, course schedule changes and more.
- Once you have prepared your resume, update it regularly so that it is always current. Be sure to regularly update your list of activities, achievements and awards along with the dates. Also, keep a list of people from business you meet at career fairs and similar events. These can be excellent contacts for future internships and even career positions after graduation.

Ideas to Help You Position Yourself to Get the Job You Want

- 1. Participate in a Supervised Internship.** Supervised Internships offer you the opportunity to obtain career related experience in your area of specialization. You have the opportunity to get to know professionals in your field and do some serious networking. Many students who participate in internships receive job offers from their internship employers and have a position waiting for them upon graduation.

For information on supervised internships contact Ms. Margaret Van Brunt, Assistant Dean and Faculty Coordinator of the COB Supervised Internship Program. Her office is in the COB Dean's Suite, Bunce Hall Room 218. You may contact her at 856-256-4047 or e-mail vanbrunt@rowan.edu. For up-to-date information on currently available internships follow these steps to access eCampusRecruiter:

1. Access the following website: <http://www.ecampusrecruiter.com/rowan>
 2. First time users click on the link **Students & Alumni** to register. Returning users enter your Username and Password to access the system.
 3. First time users begin registration by creating a username, password and student profile. Click the **Submit** button once you have entered the required data.
 4. After you have completed your registration, the Career and Academic Planning Center will review your affiliation with Rowan University. Only Rowan University students and alumni will be approved to use eCampusRecruiter. Once approved, you will receive a confirmation email and can begin using the system.
- 2. Maintain a solid grade point average.** Your GPA is the permanent record of your academic achievements. It will follow you throughout your working career and impact your ability to obtain employment and be admitted for graduate study. Many employers discard resumes from recent college graduates who have not maintained at least a 3.0 overall GPA. So, try to maintain at least a 3.0 and strive for a 3.5 or higher GPA. Mastering your course materials and earning good grades necessitates prioritizing your time for study.

Attend the workshop: How to Improve Your GPA. Each semester the CAP Center offers workshops specifically designed to help you to learn how to better organize your time, develop study skills and set priorities so that you will learn more and improve your GPA. To obtain a list of workshops available, please visit http://www.rowan.edu/studentaffairs/cap/workshops_events/workshops/index.htm

If you have gotten poor grades in some courses, repeat them. Some students perform poorly, especially when first starting college. If you have taken courses and received poor grades – grades that pull down your GPA – repeat them and improve your GPA. To receive a change of grade the course must be repeated at Rowan. Repeating courses may mean taking summer courses or attending an extra semester. In addition, it will cost you money. Nonetheless, the investment

in time and money is worth it. You will learn the materials you missed when you initially took the courses and you will improve your GPA. Think long term. Plan for the future and graduate with a solid foundation of skills and knowledge and a good GPA!

We recommend that you do not work while taking classes. If you work while taking a full load (15 credit hours), limit your employment to a **maximum** of 15 hours a week. If you work more than 15 hours a week, then reduce your course load. A business or accounting major working full-time (i.e., 40 hours a week) should not take more than six credits each semester. It is much better for you to take an extra semester or year to graduate having studied your course materials thoroughly, concentrated on learning them, and receiving good grades, than it is to overload yourself, skim through your courses and receive marginal grades.

If you must work consider the following:

Work on campus: Federal Work Study---With funds supplied largely by the federal government, Rowan University provides jobs both on and off campus for students who qualify for such aid. A variety of opportunities is available on and off campus. Many work-study positions provide skills and experience which will assist students in their career development. Students may arrange their hours according to the time they have available to work each week. Work may not exceed 20 hours per week while classes are in session or 30 hours per week when classes are not in session. **Institutional Work Study**--- Students not eligible for financial aid based on need and who are interested in employment should apply directly to the hiring departments. The University offers part-time jobs during the academic term and full-time jobs during the summer which are made available through institutional funds. Positions vary from general office work to pre-professional opportunities. We encourage College Work Study students (awarded by Financial Aid) to work in the COB. This will give you the opportunity to get to know and work with COB faculty. See <http://www.rowan.edu/wsjobs/index.cfm> for a complete listing of available positions.

Off Campus Work-Study Program: If you have a Federal Work Study Award, you may work off-campus in your area of specialization for a government agency, school or nonprofit organization. These positions can offer solid experience and may qualify for academic credit as a Supervised Internship. You will be able to explore careers, provide community service, build credentials and network! This can be very valuable to you and help you develop your resume. Contact financial aid to determine if you are eligible for a work-study award. For more information on this program contact Ms. Lori Getler, Assistant Director Career and Academic Planning, at 856-256-4363 or e-mail getler@rowan.edu Website: http://www.rowan.edu/studentaffairs/cap/internship/work_study/positions.htm

- 3. Join and take a leadership position in one or more student clubs.** Participating in leadership activities will help you to develop leadership, interpersonal, and team-working skills – skills that are highly valued by employers. Active participation in COB student clubs can also be a lot of fun and help you to develop life-long friendships.

Through the Bureau of Business Associations (BOBA), the COB sponsors the student clubs listed below. Additional information pertaining to the clubs is available in the COB Dean’s office, Bunce Hall Room 218. Or, go to the Rowan COB website. Select “Student Services” and then “Student Organizations.” You will see a listing of COB student organizations with e-mail addresses you can use to contact club representatives and obtain more information about membership and activities.

The Website for all Rowan University clubs:
www.rowan.edu/open/clubs/clubs.htm.

A leadership role in a student club could mean becoming an officer or, perhaps, directing a special program. Participating in activities such as the Volunteer Income Tax Assistance Program (VITA) is great for accounting majors.

<u>Club</u>	<u>Advisor</u>
The Accounting Society	Dr. Stephanie Weidman
American Marketing Association	Dr. Berrin Guner
Collegiate Entrepreneurs Organization	Dr. Linda Ross
Financial Management Association	Dr. Christopher Gadarowski
National Hispanic Business Association	Dr. Kimble Byrd
Society for the Advancement of Management	Dr. Michael Banutu-Gomez
	Dr. Robert Fleming
Management Information Systems Society	Dr. Jennifer Nicholson
Society for Human Resource Management	Dr. Joel Rudin

Also consider other student organizations and clubs. Student publication clubs such as the *Whit*, *AVANT*, and *Venue* offer great opportunities to develop solid written communications skills and will strengthen your resume. For more information contact the Student Government Association at 856-256-4540.

- 4. Become a student member in a professional organization related to your major.** Many professional organizations have student chapters (like the COB clubs listed above) and offer student memberships. Joining and participating in a professional organization will provide you with the opportunity to meet and network with professionals in your field – people who might become your employer. Membership in a professional organization looks great on your resume! To learn how to become a student member of a professional organization, go to the Rowan COB website. Select “Student Services” and then

“Student Organizations.” Click on the professional organization’s website listed under the related COB club.

5. **Complete a minor.** Rowan University offers over 20 minors including those in Computer Science, Economics, English, Law and Justice, Mathematics, and various foreign languages. Completing a minor provides you with added knowledge and an added edge when searching for a job. So, rather than select electives based on the time the courses are offered or what you think might be a “gut” course, seriously consider completing a minor. Additional information on minors is available in the COB Dean’s office, Bunce Hall Room 218. See Ms. Karen Siefring, Assistant to the Dean for Advisement. You may contact her at 856-256-4037 or e-mail: Siefring@rowan.edu. For more information you may also pick up a copy of “Minors at Rowan University,” located in the COB Dean’s Office.
6. **Complete a concentration.** A concentration is a coordinated grouping of courses in disciplines that do not have major programs and are focused on a common subject matter. Several concentrations are available including the following: African American Studies, Asian/Asian American Studies, Environmental Studies, Honors, International Studies, Leadership Studies, and Women Studies. Additional information on concentrations is available in the COB Dean’s Office, Bunce Hall Room 218. See Ms. Karen Siefring, Assistant to the Dean for Advisement. You may contact her at 856-256-4037 or e-mail: Siefring@rowan.edu
7. **Develop special academic skills.** You may not be able to integrate a minor or a concentration into your program of study. If not, then consider taking courses to become bi- or multi-lingual. Or, think about taking additional courses in mathematics, computer science, and economics. Having extra math background will really pay off if you continue your education with graduate studies – something you should start planning for now!

If you are an accounting major, think about using your free electives to take courses in another business specialization. For example, think about taking additional courses in finance. Some business students complete two specializations. Completing a second specialization requires advanced planning and may add a summer or semester to your studies at Rowan. But it will make you much more marketable. Remember to always use your electives wisely so that you have added skills and knowledge to offer employers and enhance your opportunities for career advancement.

8. **Study abroad.** Studying abroad for a semester or year can provide you with a real edge in terms of acquiring knowledge about foreign countries and international business – knowledge that many large employers find especially valuable. For more information on Rowan University’s study abroad program contact Dr. Edward C. Smith III, Interim Director, International Center at (856)

256 – 4105 or e-mail: ic@rowan.edu Also, refer to the Rowan University Study Abroad & Student Exchange Programs website at www.rowan.edu/elan/abroad.

It is important to note that students planning to study abroad need to see Ms. Karen Siefring, Assistant to the Dean for Academic Advisement. It is necessary that she review the courses to be taken abroad to assure that they will count towards graduation. You may contact her at 856-256-4037 or e-mail: Siefring@rowan.edu

- 9. Become a volunteer.** You can really benefit by volunteering and giving something back to the community. You will experience the joy of helping others, have the opportunity to meet many new people and do some serious networking. In addition, you will develop leadership, interpersonal, and team-working skills – skills that are highly valued by employers. Being a volunteer can also be a lot of fun and help you to develop life-long friendships. Most employers view volunteerism very positively. It shows that you care about others and are willing to give of yourself to help the less fortunate. For information on volunteerism contact Ms. Julie Peterson, Coordinator of the Center for Service Learning and Volunteerism. Visit her office located on the top floor of the Student Center or call at 856-256-4596 or e-mail: Peterson@rowan.edu. Also check out <http://www.rowan.edu/cslv/>
- 10. Request an alumni mentor.** The mentoring program is designed to facilitate COB alumni working with COB students. The goal is to help students primarily in the area of career guidance. For more information contact Margaret Van Brunt at vanbrunt@rowan.edu. For information on the Accounting Mentorship Program please see <http://www.rowan.edu/colleges/business/index.cfm?action=departments&deptid=9&acctmentor=0>
- 11. Become a tutor or supplemental instructor.** If you have done particularly well in a particular area such as mathematics, consider becoming a tutor or supplemental instructor. Tutoring and/or providing supplemental instruction not only look good on a resume but also will help you develop public and/or interpersonal communications skills. Furthermore, when you teach others, it reinforces your subject knowledge. For more information see Ms. Bonnie Wilson, Coordinator of Tutorial Services. She is located in Savitz Hall Room 305. She may be contacted at 856-256-4462 or e-mail: wilsonbo@rowan.edu. Website: www.rowan.edu/open/depts/learningcenter/tutoring_center/index.htm
- 12. Participate actively in career fairs every year.** Each spring the Society for Human Resource Management (SHRM) conducts a career fair targeted for COB students. Usually at least 60 employers representing all business specializations attend this daylong event. This career fair offers COB students a special opportunity to explore career opportunities as well as network with professionals. In addition, other career fairs are held throughout the region. Information on

these is included in *The Bottom Line*, is posted throughout Bunce Hall, and e-mailed to all business majors. So check your e-mail regularly. In addition, eCampusRecruiter lists all area career fairs that may be of interest to students. Please see instructions under #1 on how to access eCampusRecruiter.

- 13. Research available scholarships and get one.** There are a limited number of university scholarships available for students already enrolled at Rowan. Information about scholarships is available at the Dean of Students Office. For more information call 856-256-4040. Websites:
<http://www.rowan.edu/studentaffairs/financialaid/types/scholarships/>
Scholarships applicable to COB students may be found at
<http://www.rowan.edu/business/ss/index.cfm?action=scholarshipmain>
- 14. Get to know your advisor and at least one other faculty member in your area of specialization.** This is very important because you will need recommendations when you are conducting your job search, applying to graduate school or applying for a scholarship. The better a faculty member knows you, the better the recommendation he or she can write for you. The name of your advisor is located on the COB Bulletin Board in Bunce Hall next to room 277.
- 15. Become an Admissions Ambassador.** Admissions Ambassadors provide tours of the University for students considering attending Rowan University. Leading student tours is a great way to develop solid group and interpersonal communications skills, can be both rewarding and a lot of fun, and will enhance your resume. For more information contact Mr. Keith Dickens, Assistant Director of Admissions located in Savitz Hall or call 856-256-4206 or e-mail: admissions@rowan.edu.
- 16. Become a member of PROS (Peer Referral and Orientation Staff).** PROS assist their peers in resolving personal, social and educational conflicts. Becoming a PRO requires participation in an extensive eight-week training program. Conflict resolution is very important in the workplace. So, many employers will be very impressed to see this activity on your resume. For more information contact the Dean of Students Office at 856-256-4040. Website: www.rowan.edu/elan/deanstu/pros.html.
- 17. Become a Resident Assistant.** Working as a resident assistant can really enhance your leadership, team-building, and communications skills. You will have the opportunity to work with many other students and help them to have a positive experience at Rowan. This will help build your resume. For more information contact the Ms. Annette McCully, Assistant Director, Office of Residential & Campus Life located on the ground floor in Savitz Hall. Call her at 856-256-4266 or e-mail: mccully@rowan.edu.
- 18. Become a Crime Prevention Practitioner or a member of the Escort Service.** Crime prevention practitioners communicate safety and security concepts

throughout the campus community. Escorts check code blue lights, answer student calls and more. For more information on both programs contact Joseph Mandi at 856-256-4922. E-mail: mandi@rowan.edu
Website: <http://www.rowan.edu/safety/jobs/student/index.html>

- 19. Participate in IMPACT.** IMPACT is a leadership development program for freshman students designed to help them become effective leaders. Completing the program can help prepare you for leadership roles at Rowan and after graduation. For more information contact the Dean of Students Office in Savitz Hall. Phone 856-256-4040.
- 20. Participate in INROADS.** INROADS is an international career development organization designed to develop and place talented students of color in business and industry and prepare them for corporate and community leadership roles. Students of color should seriously consider the opportunities available through INROADS. For more information contact Baseemah Bashir, INROADS Recruiter at 1-800-962-3778 or e-mail: bbashir@INROADS.org. Apply at www.INROADS.org.
- 21. Exercise regularly and stay in shape.** If you exercise regularly and keep in good physical condition you will stay healthier, feel better, and be more productive. Start now to develop a regular exercise program – one that you can carry forward as you grow in your career. Consider especially aerobic cardiovascular exercise combined with anaerobic strength training and stretching. Choose lifetime sports like swimming, golf and tennis. These provide exercise and the opportunity to socialize. Facing high medical insurance premiums, most employers encourage their employees to keep fit and healthy. Participating in a regular fitness program can add to your resume! So, visit the Rowan Recreation Center and ask about starting your lifetime fitness program or call 856-256-4900. Visit the Recreation Center website at www.rowan.edu/rec.

Have a learning disability? Contact the Academic Success Center at 856-256-4233 to make an appointment. For a list of resources offered by the Academic Success Center see <http://www.rowan.edu/studentaffairs/asc/>

Have a problem? Are there any issues impacting your ability to be successful at Rowan – issues like roommates, family, substance abuse, or time management? If so, plan to discuss your problem with a counselor at the Counseling and Psychological Services Center. To make an appointment, call 856-256-4222.

Have a question? For answers go to the Rowan University COB web site and Select “Student Services” and then “Frequently Asked Questions.” Submit your question and you will receive an e-mail answer.

