



The Tiger Career Weekly

Career Development

Volume 2, Issue 4

February 18, 2009



Want to do an Internship over the summer?

If you are interested in doing an Internship over the summer, begin your search now! All students must take CED 205 prior to doing an Internship at Doane. We will have two sections of CED 205 offered at the end of March.

Please visit the Career Development Center for more information and details.

Resume, Vita, and Credential Contest

Deadline for entries is Friday, February 20th by 4:00 p.m.

Sandhills Publishing will be conducting on-campus interviews on March 12th.

Please check out page two and three for more details and information about the positions.

Questions of the week!

Answer the weekly questions and be entered into a drawing for a **FREE** prize! The Question of the Week can be found on page four of *The Tiger Career Weekly*.

Career Development

Office Hours: Spring 2009

Monday, Tuesday, & Thursday

9:00 a.m. to 5:30 p.m.

Wednesday

10:30 a.m. to 7:00 p.m.

Friday

8:00 a.m. to 4:30 p.m.

Career Development Staff

Eric Vaughn, Director

402-826-8572,

email: eric.vaughn@doane.edu

Career Develop. Assistants

Sarah Adams

Jason Green

Christina Wagner



2009 Career and Internship Fair

Tuesday, March 3, 2009, from 12:00 p.m. to 3:00 p.m.
on the lower level of the Perry Campus Center



All students, alumni, faculty, and staff invited to attend!!

For a list of participating employers– check out page 3 of *The Tiger Career Weekly*

“45+ Employers Attending Annual Doane College Career and Internship Fair!”

The Career Development Center is excited to announce that there will be a total of 45 employers attending the Career Development Center’s Career and Internship Fair. This is an increase in employers over the last few years. The fair offers a variety of different job and internship opportunities for all Doane students and alumni. Many of the employers are looking for employees within any major, and some are coming to the fair looking for students within specific majors.

The Career Development Center will be compiling all the information about the employers attending the fair and will be posting information on the Career Development Web site and also will be e-mailing the employers attending with what types of positions they have available to all students.

Five top things to remember when attending the career and internship fair

- 1) Dress professionally– Remember that this is someone’s first impression of you, and you want to leave a lasting impression on those that you meet.
- 2) Bring at least ten resumes to the fair. Some employers may not take them because they require you to apply online. The Career Development Center will be happy to print your resumes for you prior to the fair and during the fair.
- 3) Remember that the fair is a great place to get your questions answered about a particular company and a place for you to sell yourself in a short amount of time.
- 4) If you are given a business card, treat it like gold. Take a few seconds to review the card prior to putting it away. This shows the employer you are interested, and you can put a card, name, and face all together.
- 5) Have a 60-second introduction prepared prior to talking with a recruiter including shaking hands, introducing yourself, provide the recruiter with your academic major(s) and what types of positions your looking for. Be sure to tell the recruiter why you are interested in their company/organization.

“Need to practice your interviewing skills?” Mock Interviews set for next Wednesday

Have you ever had an interview or been nervous about an upcoming interview? Then the Career Development Center has the workshop for you to attend. On Wednesday, February 25, from 4:00 p.m. to 6:30 p.m. we will be holding a mock interview practice session to assist you in preparing for upcoming graduate school, internship, and job interviews. This will not be the traditional workshop where you listen and ask questions, but will allow you the opportunity to actually go through an interview where you will be asked questions and receive feedback and assistance with how to answer some of those difficult questions you may receive during an interview.

Students interested in participating in the “Mock Interview” workshop must contact the Career Development Center prior to February 25 to schedule a time for a thirty-minute interview slot. During your thirty-minute time slot you will go through a shorter condensed interview, receive feedback from the interviewer, and will wrap up with a question and answer session with the person you interviewed with. This will allow you as a student to gain feedback and suggestions on how to answer certain types of questions and hopefully will prepare you for the upcoming interview.

To sign up for a thirty minute interview, please contact Eric Vaughn in the Career Development Center or stop by the center located on the lower level of the Perry Campus Center. Students may sign up for up to two interview time slots.

Internship Opportunities!!

Sandhills Publishing is coming to the Doane College Campus for On-Campus Interviews!

To be considered, submit your resume to JobZone or contact Doane College Career Center by February 23rd! If you need assistance with JobZone, please contact Eric Vaughn in the Career Development Center.

For more information about our exciting PAID part-time internship and full-time career opportunities go to www.sandhills.com/career.

Paid internship opportunities and full-time career opportunities offering excellent benefits, a professional environment, valuable experience, and opportunities for growth!

Current PAID Part-time Internship Opportunities Available at Sandhills Publishing:

Ag Sales Intern: The Intern's primary objective will be to learn all aspects of the department and the publications we serve. The Intern will be working in a territory contacting Ag equipment dealers to list their equipment on our Web site. This process will entail educating the dealers on our Web sites and on how to enter their own information along with also entering their listings for them. This process will also be done for auction companies dealing with Ag equipment. The Intern will gather information on shows and meetings in the industry. Researching Ag equipment and the proper way to list the information on our site will be done in addition to providing feedback from the industry.

In the process of handling these responsibilities, it will be the Intern's objective to build solid relationships with members of the industries we serve. A heavy focus on customer service and a variety of tasks that assist in the implementation are additional responsibilities of the Intern. The Intern must work as a team member to help assure the success of the publication(s). Assume other duties as assigned.

Sales Intern: The Sales Intern position is customer contact intensive and includes specific tasks related to managing and gathering information. In the process of handling these responsibilities, it will be the Intern's objective to build solid relationships with members of the industries we serve. A heavy focus on customer service and a variety of tasks that assist in the implementation of marketing and sales strategies are of equal importance and are additional responsibilities of the Intern. The Intern must work as a team member to help assure the success of the publication(s). Assume other duties as assigned.

Marketing Intern: The Marketing Intern's primary objective will be to learn all aspects of the department and the publications we serve. The Intern position is data intensive and includes such specific tasks as gathering and inputting information, handling in-bound and out-bound customer service calls and conducting customer service calls to our customers.

In the process of handling these responsibilities, it will be the Intern's objective to build solid relationships with members of the industries we serve. A heavy focus on customer service and a variety of tasks that assist in the implementation of circulation strategies are of equal importance and are additional responsibilities of the Intern. The Intern must work as a team member to help assure the success of the publication(s). Assume other duties as assigned.

IT Support Intern: The IT Support Intern will be responsible for the maintenance and operations of computer systems and networks at Sandhills Publishing. They will assist in the setting up and troubleshooting of workstations. The IT Support Intern will also be responsible for hosted web site maintenance and operations. They will work closely with a Web site design team to help them troubleshoot dealer specific Web sites. They will be involved with daily backup and restore operations. Assume other duties as assigned.

Software Development Intern: The Software Development Intern helps meet the programming needs at Sandhills Publishing. This responsibility will be met through the maintenance of current systems and development of new systems. Understanding the Internet and developing software that can be used both internally and externally to Sandhills is extremely important. Some specific tasks include using Visual Basic, ASP, and SQL to develop and maintain these applications. The Intern also shares in the responsibility and accountability for all facets of computerization within their assigned area. Assume other duties as assigned.

Systems Network Intern: The Systems Network Intern will be responsible for the maintenance and operations of computer systems and networks at Sandhills Publishing. They will assist in the setting up and troubleshooting of workstations. The Systems Network Intern will also be responsible for hosted Web site maintenance and operations. They will work closely with a Web site design team to help them troubleshoot dealer specific Web sites. They will be involved with daily backup and restore operations. Assume other duties as assigned.

Web/Multimedia Intern: The Web/Multimedia Design Intern is responsible for creating and updating visually appealing Web sites and logos for Sandhills publications and their customers. The Intern will use programs such as PhotoShop, and Illustrator to work with existing images or to create original images and layouts as needed. The Intern shares the responsibility of producing these materials within set deadlines. A high standard of quality and ability to think creatively are a must. Assume other duties as assigned.

Public Health Solutions District Health Department– Intern Needed

Intern needed to coordinate fire prevention program with Hispanic families with children in the Crete Area. This person must like working with people and is interested in working to prevent fire related child injuries and deaths. A person who is bilingual is preferred but is not required.

This is a good opportunity for someone interested in health education, health promotion and/or nursing. This is an important project because Hispanic children tend to be at greater risk for fire injury. This opportunity would enable someone to develop their own leadership capabilities in working with groups and organizing events. It could also lead to other employment opportunities.

The person would be working with the Crete Fire Department, Crete public Schools, St James School, Blue Valley Community Action, Crete Area Medical Center and Saline Eldercare as partners. The project will involve educating about 1,247 adults and children in a variety of settings about the importance of smoke detectors and how to use them. Adults will be asked to sign up for a smoke detector checks and/or installations. Some high risk areas may be approached door to door. Each partner in this program will have a role such as checking detectors, educating, installing detectors, changing batteries, etc. The intern needs to be the energetic spark to get people to work together and be responsible to get things done. The project is to start February. We have until September to finish it. The intern would be paid 7.00/hr. Those interested can contact me by email, mail or phone. M Jane Ford Witthoff, Health Director, Public Health Solutions, District Health Department, 995 East Highway 33, Suite 1, Crete, NE 68333, 402 826 6680 Cell 402 730 4829, Fax 402 826 4101.

Part-Time and Full-Time Job Openings!!

Current Full-Time Career Opportunities Available at Sandhills Publishing

For more information about these job posting and about applying, please visit the JobZone Web site at

http://www.doane.edu/Students/Resources/career_development/job_internship_information/

Registration for JobZone is Free for all Doane Students and Alumni

Marketing Representative: The Representative is responsible for acquiring and servicing new and existing accounts for bulk distribution of Truck Paper and Controller. Regular customer service, along with qualifying mailing list customers via travel and telephone is required. Marketing Representatives may also travel to trade shows in the industry. Travel will require overnight and weekend stays. Another responsibility is to obtain information (including auction dates, equipment listings for sale at auctions, and auction results) and personally attend heavy equipment auctions.

In the process of handling these responsibilities, it will be the Representative's objective to build solid relationships with members of the industries we serve. A heavy focus on customer service and a variety of tasks that assist in the implementation of circulation strategies are of equal importance and are additional responsibilities of the Representative. The Representative must work as a team member to help assure the success of the publication(s). Assume other duties as assigned.

Marketing Field Representative: The Marketing Field Representative is responsible for acquiring and servicing new and existing accounts for bulk distribution of Truck Paper and Controller, through nationwide travel. Extensive travel, 36 weeks per year, is required. Travel will require overnight and weekend stays. Throughout the year, the Representative will spend 6 weeks in the office and receive 10 weeks of vacation.

This position involves a strong customer service focus. This will include customer contact over the phone and data management of bulk customers and publication listings.

In the process of handling these responsibilities, it will be the Marketing Field Representative's objective to build solid relationships with members of the industries we serve. A heavy focus on customer service and a variety of tasks that assist in the implementation of circulation strategies are of equal importance and are additional responsibilities of the Representative. The Marketing Field Representative must work as a team to help assure the success of the publication(s). Assume other duties as assigned.

Software Development Specialist

The Software Development Specialist is responsible for any of the following tasks: development, documentation, programming, training and troubleshooting of assigned software development projects at Sandhills Publishing. This includes the basic steps of software development: analysis, implementation and testing.

Much of the work involves using Active Server Pages (ASP & ASP.NET) with Visual Basic and Microsoft SQL Server to create dynamic, data drive Web based applications for our public Web sites and intranet. The majority of the programming centers on retrieval, processing and storing of information in relational databases. Experience with Microsoft CRM is beneficial. Assume other duties as assigned.

KOLN/KGIN-TV is currently accepting applications for a full-time Marketing Consultants in our Lincoln sales office.

The successful candidate will have professional qualities with a strong sales background. Position requires a self-motivated, outgoing individual with proven sales ability. Excellent written and oral communication skills are essential. A minimum of two years sales experience is required.

PLEASE SUBMIT RESUMES ELECTRONICALLY: By email to hr@kolnkgin.com or by fax to 402.233.7885, NO PHONE CALLS PLEASE

2009 TierOne Bank Internship Program

Time Period: Mid-May through Mid-August

Student Level: Junior or Senior for the following school year

Pay Rate: \$8.50

Ag Lending Internship

Location: Grand Island Regional Credit Office **Hours:** Mon.- Fri. 8:00am – 5:00pm

Supervisor: Dallas Kime

Responsibilities: Assist with credit analysis, Assist with loan document preparation, Assist with loan administration and customer service, Assist with scanning of loan files, Participate in loan audits, Participate in customer's interviews and on-site farm/ranch inspections with lending office, Participate in daily farm management responsibilities with one of the farm managers

Qualifications: * Agribusiness/Ag Economics, Animal Science major with business minor or Agronomy with a business minor

More TierOne Bank internship announcements are available through JobZone or through the Internship Digest in today's issue!

KOLN/KGIN-TV is currently accepting applications for summer internships in our Lincoln offices.

Internships may be available in: Creative Services, News, Public Affairs, Sales, Accounting and/or other areas as requested and approved.

Intern applicants must be currently enrolled in a college or university. Hours vary depending on department but usually entail fifteen (15) to twenty (20) hours per week. Most schedules are flexible. THIS IS AN UNPAID INTERNSHIP and interns MUST receive credit from the educational institution for the internship served.

PLEASE SUBMIT RESUMES ELECTRONICALLY

By email to hr@kolnkgin.com

By fax to 402.233.7885

NO PHONE CALLS PLEASE

	Career Development
Located in the lower level of the Perry Campus Center	
Mailing Address Doane College 1014 Boswell Ave., Ste. 113 Crete, NE 68333	
Phone: 402-826-8572 Fax: 402-826-8278	



DOANE
COLLEGE

**We are on the web
at [www.doane.edu/
career-development/](http://www.doane.edu/career-development/)**

**Question of
the Week!**



Career Development Mission Statement

Career Development assists students and alumni of Doane College with self-assessment, career exploration and career decision making. We offer a variety of services and resources to students and alumni including career counseling and planning, career information programs, internships, experiential education and employment opportunities.

Career Question Challenge!

Every week Career Development will have a career question to challenge your career knowledge. Submit your answer to eric.vaughn@doane.edu, and if your answer is correct, you will have your name placed in a drawing. You may submit an answer to each week's question. Second drawing will occur on March 11, 2009.

Question 1

How many employers are attending the 2009 Career and Internship Fair at Doane College? What is one thing you should do prior to attending the fair?

Winner of the first drawing

“JobZone”

Doane College's On-line Internship and Job Board

Please visit www.doane.edu/career-development to sign up for JobZone to check out more local, national, and international job/internship postings!

Upcoming Career Events & Fairs

January 28–February 20– 1st Annual Resume, Vita, and Credentials Contest. Write and submit your resume, vita, or credential file to be judged and critiqued. Three prizes will be given. Please submit a paper copy to the Career Development Center.

February 19, 2009– Noon to 1:00 p.m.- Working a Career Fair– Learn how to work a career fair and what you should do prior to attending. This program will be held during the lunch hour, and all participants are encouraged to bring their lunch and questions they may have about the upcoming Doane Career and Internship Fair.

February 19, 2009– 4:30 p.m. to 5:30 p.m.- Working a Career Fair– Learn how to work a career fair and what you should do prior to attending. This program will be held during the dinner hour, and all participants are encouraged to bring their dinner and questions they may have about the upcoming Doane Career and Internship Fair.

February 26, 2009– 5:30 p.m.- Etiquette Dinner– Career Development with partnership with the Hansen Leadership Program sponsors “A Night of Dining and Networking.” Learn about dinner etiquette and network with Doane Alumni and employers from the area. This event is by invitation only, but all remaining tickets will be available to all students as of February 13.

March 3, 2009– 2:00 p.m. - 5:00 p.m.- Career and Internship Fair– Doane College– The Career Development Office will host the annual Career and Internship Fair on the lower level of the Perry Campus Center. All students, alumni, faculty, and staff are invited to attend.