

QUARTERLY UPDATE

Fall 2007-2008

OHIO UNIVERSITY DIVISION OF STUDENT AFFAIRS

FACULTY EDITION

- one -

The Office of Career Services:
At your Service...

*A detailed explanation of the
programs and services offered to
Ohio University faculty and staff.*

- two -

CATS on Campus
*A sneak peek into the Office's
newest marketing street team*

Get to Know: Staff and Students
*Featuring Lauren Bolland and
Emily Sullivan*

CAREER SERVICES: AT YOUR SERVICE...

The Office of Career Services devotes an entire section of our Web site to Ohio University faculty and staff. Here you will find an extensive variety of programs, handouts, tips and tricks for OU staffers. Among these services offered to you include:

COLLEGE LIAISONS

Did you know that you have a personal liaison with the Office of Career Services? Staff members (better known as career counselors) within the Office provide liaison services to each college within the university.

Our qualified liaisons provide career insights and information to OU faculty, staff and students. To contact your personal liaison and benefit from their advice and guidance, e-mail careerservices@ohio.edu.

OUTREACH PROGRAMS

Our office also outreaches to further the professional proficiency of you and your students.

Do you have an event that requires you miss class? Don't cancel! An Office staff member will come to present and speak to your students on one of the following professional topics: résumé/cover letter writing, basic and advanced interviewing, career planning and search strategies, business and dining etiquette, or planning for the corporate world and/or graduate school.

Interested? Give us a call (593-2909) or send us an e-

mail (careerservices@ohio.edu) to schedule an outreach program. Presentations last approximately 50 minutes, should be scheduled at least two weeks prior, and are now available to OU Regional Campuses through video communication.

RESOURCES & HANDOUTS

From sample reference letters to "how-to's" in diversifying your classroom, you will find it in our Office (or on our Web site).

Our office provides comprehensive career assistance, resources and handouts to all Ohio University affiliates in the process of effective career development and related activities. We encourage you *and* your students to take advantage of these very important services early and often during their college careers.

. . .

To utilize these programs and for more information regarding additional services offered to Ohio University faculty and staff, visit our Web site at: ohio.edu/careers/faculty.



CATS on Campus

New to campus and determined to get your attention, the CATS are on the prowl. Ohio University's CareerCATS, that is.

The CareerCATS – Creative Advertising Techs – are an energetic, innovative group of OU students with diverse backgrounds in public relations, advertising and marketing.

“The CATS will act as a street team to gather student opinions and spread awareness of the programs and services that we offer,” said Lauren Bolland, graduate assistant and CareerCATS adviser.

“We are aiming to take on a direction the team wants to take,” said Bolland. The team's overarching goal is to assist with the marketing and promotion of Career Services events, programs and services.

“To do this, they will act as a liaison between the Office of Career Services and the student body,” said Bolland.

The CATS will interface with employers, university administrators and career services staff in order to implement special events, provide ongoing student feedback to Career Services and develop marketing materials and professional programs that will benefit OU students.



“Ultimately, the CATS will offer a relatable perspective from the student-level,” said Bolland. “They will bridge the gap between the Office, staff and students.”

The new faces of OU's Office of Career Services include: Amanda Casey, Bridget Weber, Caitlin Drozin, Caitlin Miller, Christina Witczak, Colleen Otten, Ebony Porter, Heather Stephenson, Kassie Otten, Katie Ronske, Kevin Duresky, Megan Cooney, Heidi Bennington, Melanie Seiser and Shawn Doan.

CareerCAT projects will be supervised by seniors Emily Sullivan and Hallie Wilson and Career Services staff members Brandon Bute, Leslie Delorme and Lauren Bolland.

Keep an eye out for the CATS on campus next quarter! For more information on the team, contact Lauren Bolland (lb270306@ohio.edu).

Get to Know...

LAUREN BOLLAND

Office position: Graduate Assistant: Outreach to Student Groups and Organizations

Position description: Provide career counseling to students, critique job search materials, conduct mock interviews, assist with the coordination of Career Services events and programs - including CareerCATS.

Career advice to students:

“Find what you love and do it! I believe that every student should participate in experiential learning. These experiences will not only help make you a qualified candidate, but will help determine what truly inspires you!”

Outside the office: “I am Vice President for Communication and Administration in the Student Personnel Association and am working on my Master of Education in the College Student Personnel program. I am an avid sports fan, love cooking and spending time with my friends and family.”



EMILY SULLIVAN

Office position: PACE Public Relations & Graphic Design Coordinator

Position description: Coordinate the public relations and marketing efforts of Career Services. Design and produce flyers, posters and directories for Office events and activities. Build and promote CareerCATS.

Career goals: “Upon graduating in June I hope to move to the East Coast. I want to work for an integrated marketing firm where I can utilize all my marketing, PR, sales and graphic design skills.”

Campus activities: Sales Centre, ImPReSSions, Public Relations Student Society of America



OHIO
UNIVERSITY

Baker University Center, 533
Athens, Ohio 45701
740.593.2909
careerservices@ohio.edu
<http://ohio.edu/careers>

Quarterly Update: Faculty/Staff Edition
Fall 2007

Hallie Wilson is the student writer and editor for the Office of Career Services.