special events!

National Student Exchange

*Where will you be next year?* National Student Exchange (NSE) offers students the opportunity to study at one of 200 NSE member schools for up to a year at in-state tuition rates! Financial aid applies. NSE campuses are located throughout the U.S., Canada and Puerto Rico. The priority application deadline for participation during the 2002-03 academic year is February 2, 2002. To learn more, check out [www.cclc.umn.edu/students/nseindex.html](http://www.cccc.umn.edu/students/nseindex.html) or stop by 345 Fraser for an application and NSE Directory.

Career Courses

Need to pick a major? Want to know what you can do with your major? Career Exploration (ID 1201) might be just what you need! In this two-credit course, you’ll learn more about yourself, majors available on campus, and the world of work. You’ll also learn about the role that internships, community service, work experience, and extracurricular activities will play in your future success. For more information, contact our office or look online at [http://www.cccc.umn.edu/students/careerplanning.html](http://www.cccc.umn.edu/students/careerplanning.html).

workshops

Listed below are just a few of the workshops offered by CCLC to help you get a head start on your career. For more information or to register for any of our workshops, please visit [www.cccc.umn.edu/students/workshops.html](http://www.cccc.umn.edu/students/workshops.html).

**occupational research**

Whether you are brainstorming possible career options or preparing for an interview, this practical workshop will teach you how to effectively research any occupation or company. (Workshop is held in the Resource Room in 135 Johnston Hall.)

**Wednesday, December 5**

2:30 – 3:20pm

**pre-law school workshop**

What are your chances for being admitted to law school? What types of activities can enhance your chances of being admitted to law school? Is law school the right choice for you? Learn about law school as well as the preparation and application process by attending this helpful and informative workshop!

**Thursday, December 6**

9:45 – 11:15am

**effective interviewing**

Want to feel more confident in your interviews for a job, internship, or graduate/professional program? This workshop will cover how to prepare for interviews, how to present yourself in an interview, and how to follow up afterwards. We’ll also discuss how to use the interview as a way to evaluate whether the position is a good match for you.

**Tuesday, December 4**

3:35 – 4:25pm
current positions

Cla Link The following full-time jobs, internships, and volunteer opportunities are currently listed on CLA LINK http://clalink.cla.umn.edu

scheduling account manager Earn a career with one of America’s fastest growing private companies, DC Group, Inc., one of Minnesota’s Top 25 firms is currently hiring entry-level Scheduling Account Managers. This position encompasses aspects of this organization’s most important roles, communication and coordination of power-related service and support. Our customers include: Sprint, United States Government, Northwest Air, Boeing, Microsoft, Level 3 Communications and many more. Candidate should be familiar with Microsoft Word and Excel, have financial application/database experience, have Service Management and/or Customer Service experience, possess excellent troubleshooting and multi-tasking skills, and have understanding of basic electrical theory. DC Group will train the right personnel. For more information, email tim.bauer@dc-group.com.

research assistant internship Tech Central, Inc., is seeking students to apply for the research assistant internship position. Ideal candidate will be a student who is a self-starter with strong computer skills. A major in management, international business, MIS or human resources is preferred. Duties include researching various diversity in employment issues. Candidates should have access to email and the Internet. International students, ESL (English as a Second Language) students and those students who have lived one year or more abroad are encouraged to apply. This is an unpaid volunteer internship. We offer a flexible part-time work schedule (between 10 to 32 hours per week) between mid November 2001 and January 2002. Corporate meetings will be held one or two times per week and the rest of the work may be completed off-site. For consideration e-mail John Jay at john@tech-central.com

legal administration Volt Services Group is currently recruiting candidates for a permanent Legal Administrative position for a law firm in downtown Minneapolis. Candidate should have three or more years of legal secretarial experience, excellent written and oral communication, secretarial and proofreading skills. Experience with other firms is preferred. Please call 651-730-4430 to apply.

CLA Link Didn’t find what you were looking for? Go to http://clalink.cla.umn.edu and browse through hundreds of different jobs, internships and volunteer opportunities that change daily. You can also use CLA LINK to post your resume so employers may contact you directly! CLA LINK is a great tool for you to use to find the perfect job, internship, or volunteer opportunity.
service-learning & community involvement

**tutor**  ACES is looking for volunteers on Wednesdays from 3:30 to 5:30. **Athletes Committed to Educating Students (ACES)** Study Buddies meet with an inner city student (grade 7-8) once per week to assist in completion of school homework. They must also plan at least 1 recreational activity per month as a mentor. Other duties include exposing students to employment opportunities that require post-secondary education and providing feedback to ACES staff. For more information, please contact Chad Holthaus at 612-331-3454.

**CELL**  Gain experience and network in your major! **Community Empowerment through Learning and Leadership (CELL)** works to match the talents of students with Twin Cities community organizations for ongoing, skill-developing, and meaningful service. Engaged CELL students work in many different organizations, with a variety of ethnic populations, to increase their knowledge of complex social issues and strengthen multicultural awareness that transcends the typical classroom experience. Find out how to make a difference in the life of a child, an immigrant, a senior citizen, and your own... stop by the CELL office in 345 Fraser Hall, call 612-625-3455, or email cell@adv.cla.umn.edu today!

**community service**  The mission of **Simpson Housing Services (SHS)** is to provide shelter and transitional housing with support services to homeless men, women, and children and to advocate for their civil and human rights. SHS operates a transitional housing program for families and three shelter programs for adults including two overnight shelters and a day shelter. As an Overnight Shelter Volunteer you would perform a 13-hour shift from 6pm-7am once a month. Volunteers assist with guest check-in, distribute supplies, and provide a listening ear to the shelter guests. Volunteers are able to sleep for four hours during the shift. This is a very unique opportunity that provides volunteers with an inside perspective on what homeless individuals face on a daily basis. For more information, please contact the Volunteer Director at 612-874-8683 ext. 202 or e-mail: shs@bitstream.net.

**environment**  Volunteer for the Environment at the Nature Conservancy. **The Nature Conservancy** is the world’s largest private international conservation group. The mission of The Nature Conservancy is to preserve the plants, animals and natural communities that represent the diversity of life on Earth by protecting the lands and waters they need to survive. Our conservation approach includes: setting priorities through ecoregional planning; developing strategies to conserve both single and multiple conservation areas; taking direct conservation action; and measuring conservation success. For more information on how you can be involved contact Justin Pepper, Manager of Volunteer Programs, 612-331-0762, jpepper@tnc.org.

**youth**  A program of the Minneapolis Urban League, the **Curfew/Truancy Center** operates as a place to work with youth after they are picked up during the day by Minneapolis Police Officers for not being in school. Staff and volunteers at the Curfew/Truancy Center meet individually with youth to develop relationships with them so the youth will share with them the reasons behind why they are not in school. This relationship building helps staff and volunteers work with the youth to address the situations preventing them from attending school, while also encouraging them to stay in school. For more information on how you can be involved, contact Kevin Carlisle, Director, at 612-370-3965 or kcarlisle@mul.org.
additional opportunities

**healthcare**  
Hennepin County Medical Center (HCMC) is a highly multicultural environment in which to gain experience. Patients of the hospital/clinics come from all walks of life, including growing immigrant and refugee population. As the medical center for Hennepin County, it is required to take individuals regardless of ability to pay, so socioeconomic diversity is also present. As a volunteer you can work in the surgery family waiting room, assist families of surgical and intensive care patients during high-stress periods and interact with surgical staff to provide information to families. As a humor cart volunteer you can work with pediatric patients in clinic waiting rooms using a well-stocked humor cart as a resource. Bring a playful spirit, an interest in child development/pediatrics. More opportunities available! For more information, please contact Judy Takkunen, Service League Director, at 612-347-2512.

**MUST**  
Explore urban reality and strategies for addressing inequality through the Metro Urban Studies Term (MUST) or City Arts programs. Check out www.cclc.umn.edu/students/cityartsandmust.html or come to 345 Fraser Hall for more information. Application deadline: December 1.