special events!

Job Search Strategies: Hunting Made Easy!

Wednesday, November 13, 2:30–3:20pm  
Tuesday, November 26, 3:35–4:25pm

If you’re looking at want ads, you’re not using the best job search strategies. We’ll help you determine the most effective ways to get a job that fits you.

Resume and Cover Letter Workshop

Tuesday, November 26, 11:15–12:30pm  
Friday, December 6, 10:10–11:25am  
Monday, December 9, 3:35–4:50pm

Learn how to create effective resumes and cover letters that employers will look at seriously. 345 Fraser Hall

From Textbook to Planner: How to Succeed at Your First Job After Graduation

Thursday, December 5, 10:10–11:00am

Learn how to earn an outstanding rating while new on the job. 345 Fraser Hall

career classes

Want to set aside some time in your schedule to think about the future, and earn academic credit at the same time? CCLC offers several career courses that might be right for you! Our spring semester list of courses can be found in the course schedule under “Interdepartmental Study”.

The courses that are available include:

ID 1201—Career Exploration (2 credits):  
For students selecting a major and establishing an initial career path. Students learn more about themselves and about career options. While designed primarily for freshmen and sophomores, anyone wishing to explore majors and careers is welcome.

ID 3201—Career Planning (2 credits):  
For students who want to spend time thinking about what they’ll do after graduation. Mainly for juniors and seniors, this course addresses identifying career options, job search strategies, resumes, interviewing, and the like.

ID 3211—Internship: Perspectives on Work (4 credits):  
For students who want to earn credit in conjunction with an internship. You must have an internship or at least 10 hours per week while you are enrolled in the class. You’ll learn more about the world of work and your fit with it.

For information on any of these classes, stop by CCLC in 135 Johnston.
# Current Positions

**The City of Fridley** has a communications internship for a student who has completed or is near completion of an undergraduate degree in Communications, Journalism, Public Relations, or English. Candidate should have two to three years of writing, editing, publishing or designing newsletters and promotional materials as well as excellent verbal and written communication skills. Good interpersonal skills. Experience in government relations, desktop publishing and research desired. Intern will assist in writing, editing and publishing a bi-monthly City Newsletter. They will also research, collect and report department information, coordinate information with photographer, graphic designer and printers. To apply, call Joan Nunemaker at 763-572-3504.

Founded in 1974 in a loft above a Minneapolis bookstore, the **Loft Literary Center** is now the nation’s largest and most comprehensive literary center, offering programs and services for readers and writers. Whatever forms of reading and writing you are drawn to, there’s something for you at the Loft. They are seeking a Children’s Literature Festival intern who has the following strengths: flexible, dedicated, self-motivated, inquisitive, good communicator, detail-oriented, able to multi-task, organized, and computer savvy. This is a perfect intern job for someone looking for hands-on experience in art’s administration. Intern will be an integral part of planning and promoting the Loft’s Children’s Literature Festival. They must have excellent verbal and written communication skills and knowledge of Window’s software. Ability to use Adobe PageMaker and Photoshop a plus. To learn more about the Loft and their internship program, please visit www.loft.org. To apply, send cover letter and resume to contact person Ms. Mary Cummings, Suite 200, Open Book 1011 Washington Ave, S. Minneapolis, MN, 55415.

Spring Lake Park Schools in Independent School District 16 has an opening for a special education teacher. Current Minnesota State Special Education licensure with multiple certifications required. They are looking for candidate with EBD, LD, and/or DCD-MMI certifications. Other certifications are helpful. Candidate must be consistent and reinforcing in behavioral interventions. Skills must include data collection, academic assistance and good communication skills with the ability to provide support. Teacher must be a team player who is flexible and student-focused with the ability to develop and maintain good working relationships with parents, students and other staff members. To receive an application by mail, please send a letter of interest and a current resume to: Independent School District 16, Attn: Personnel Dept., 8000 Highway 65 NE, Minneapolis, MN 55432. You may fax your letter of interest and current resume to: jjablo@splkpark.k12.mn.us.

**The Mall of America** seeks a public relations intern to assist the Public Relations department in all aspects of promoting the Mall of America through media relations and community relations. Intern will write copy for Mall of America press publications, assist with media crews working in the mall, assist with coordinating media requests and community relations events, fulfill media requests for publications and materials and maintain media supplies. The intern must work a minimum of 20 hours per week. To apply, submit resume to Lou Ann Olson, Lolson@simon.com.
service-learning & community involvement

**PEACE afterschool program**

The **PEACE African Community Center** in the Seward neighborhood of Minneapolis (near Augsburg College) is looking for afterschool tutors to work with junior and senior high school African students in their youth tutorial classes. The program will provide tutorials in math, English, ESL, science, physics, chemistry, biology, art and culture, and piano. If you are interested in interning or volunteering with the afterschool program, please call 612-338-1219 or email peaceafrica@qwest.net. Visit the website at www.africapeace.org.

**CELL**

As a student organization, **Community Empowerment through Learning and Leadership** (CELL) serves as a resource for students who want to connect their skills and interests with a Twin Cities community organization and take action for social change. CELL challenges the idea of what it means to volunteer by advocating for a greater sense of involvement and a heightened sense of understanding through on-going commitment and critical thinking. This is accomplished through a process called service-learning. CELL Program Advisors are available to work one-on-one with students to find a volunteer opportunity and support them throughout their experience. Stop by 345 Fraser Hall or call 612-625-3455 for more information.

**topic:** Human Rights  
**presenter:** Megan Powers, Program Associate in Human Rights Education at Minnesota  
**When:** Monday, November 25th 4:30–6 pm, 345 Fraser Hall Conference Room

Advocates for Human Rights will discuss her work with schools in the Twin Cities metro area, providing resources for teachers and school administrators about teaching human rights, aspects of international law, and the United Nations role in promoting human rights. She will also discuss the advocacy work of the organization, both on a local level and globally. Please join us to look at how your community work is tied to broader human rights principles and explore what is being done and how you can be a part of it!

**Make a Difference: Teach This Summer!!**

**middle school teacher**

Interest Meetings: Monday, December 2, 4:00 pm, 345 or Tuesday, December 3, 10:00 am; 345 Fraser Hall LearningWorks is looking for a diverse group of talented college students to teach in an innovative academic summer program for middle school students located in Minneapolis. Benefits: classroom teaching experience in an innovative education program serving high-potential, low-income students in Minneapolis; salary of $2,500 for two months of fulltime work, June 9–August 8; free home stays available; training in areas such as lesson planning and classroom management; a chance to work with a fun, cohesive, diverse faculty comprised of other amazing students from around the country. Application deadline: February 18, 2003. For more info visit the web site: www.blakeschool.org/communityconnections/learningworks/index.html or call 952-988-3755 or email lnguyen@blakeschool.org and attend an interest.

**Youth Services Programs Internship Available at Cecil Newman Resource Center**

**elementary school mentor and teacher**

Provide mentoring and tutoring activities for K–10 youth who live in a poverty-stricken environment. Develop and implement communication processes with school teachers of students who attend the afterschool and summer program. Develop a learning plan for each student who regularly attends afterschool and summer program. Develop, enhance, implement, academic curriculum designed to meet the individual needs of undereducated K–10 students. Develop, enhance, implement incentive program for K–5, and 6–10 grade students. Assist with the development of policies/procedures that work on the behalf of systems change within the public education system. For more information contact Sarita Turner, 612-374-1511 or saturner@mn.rr.com.
**CCLC resources**

**National Student Exchange (NSE)**

NSE is a consortium of nearly 200 public colleges and universities in the United States (from New York to Hawaii!) organized to enable students to attend another member institution for on term or an entire academic semester without paying out-of-state tuition. Questions? Contact CCLC in 345 Fraser or call 612-626-2044.