special events!

 Careers in Business for CLA Majors  
 Tuesday, April 2, 3:00–4:00 pm, 131 Physics  
 Learn from a panel of Liberal Arts graduates how they achieved a business career without majoring in business. Ask them about their careers in Human Resources, Sales, Financial Planning, Brokerage and Non-Profit Management.

 What Can I Do With A Math Major?  
 Thursday, April 4, 3:00–4:30 pm, 364 Vincent Hall  
 Learn about career options for Math majors including education, actuarial careers and working in industry. Find out how to market yourself in areas not related to math.

 Career Courses  
 Do you want to spend some time this summer or fall thinking about your future career plans? Why not enroll in one of CCLC’s career courses? This summer, Career Planning (ID 3201) will be offered during both the first and second summer sessions. This class is especially for juniors and seniors who want to think about their post-graduation plans. Also, Internship: Perspectives on Work (ID 3211) will be offered (lasting for 10 weeks) for students who want to earn credit in conjunction with an internship by spending time reflecting on the learning that they are doing in that internship. During the fall semester, each of these two classes will again be offered. Additionally, Career Exploration (ID 1201) will also be offered. Career Exploration is designed for students — especially freshmen and sophomores — who are settling on a major and who want to focus on some potential careers. Information on all these classes, including times and locations, can be found on the CCLC website at www.cclc.umn.edu or in the class schedule listed under “Interdepartmental Study.”

 workshops

 From Textbook to Planner  
 Thursday, March 7, 9:45–10:35 am  
 Learn how to develop on-the-job-strategies to help you succeed in your first job after graduation. Attend the Textbook to Planner Workshop to learn about developing good work habits, establishing positive boss/co-worker relationships and avoiding potential pitfalls on your first job.

 Deciding On A Major Workshop  
 Wednesday, March 5, 9:05–9:55 am  
 This workshop will help you go over strategies to begin deciding on a major that will align with your interests, abilities and values. Additionally, we will discuss ways to further explore majors and actually try them out!

 Occupational Research Workshop  
 Thursday, April 4, 11:15–12:05 pm  
 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. 135 Johnston Hall

 Job Search Strategies: Hunting Made Easy!  
 Monday, March 11 9:0–9:55 am  
 If you’re relying on want ads, you’re not using the best job search strategies. We’ll help you determine the most effective ways to get a job or internship that fits you.

 CCLC website spotlight  
 Did you find out about a CCLC event a little too late? Well, you need not be left in the dust anymore. Check out the Upcoming Events section of our website to find out about the latest and greatest events happening at CCLC. To access this information, simply enter in the following address: www.cclc.umn.edu/students/upcomingevents.html
The following full-time jobs, internships, and volunteer opportunities are currently listed on CLA LINK http://clalink.cla.umn.edu

sales

IT Convergence is looking for highly motivated entry-level salespersons that are interested in working in the multi-cultural and energetic environment of a profitable consultancy. New Account Managers go through a formal training program during which they learn the business aspects of selling international ERP/e-Commerce/B2B consulting services in such hot areas as Oracle Applications and SAP Technologies. We need people who are independent thinking and aggressive about learning new tasks. As a young, growing company, we encourage everyone to contribute to our success. Because of our rapid growth, there will be excellent career development opportunities for top performers as we open new offices. Applicant must have a 4-year Bachelor degree, a strong desire to learn how to sell, a strong motivation to achieve goals, be ambitious and confident of ability to succeed, have excellent communication skills, foreign languages a plus especially German, French, Spanish, Mandarin, Korean and Japanese, have knowledge of ERP, Oracle & SAP products a plus, as well as the ability to work together in a team as well take the lead. If you are interested and feel that you are qualified, please e-mail your resume to:

apply@itconvergence.com

technical writing intern

The Technical Writing Intern will provide writing, research, and editorial support for two main publications describing CXFS, the major clustered file system for very high-end computer installations. Support for collateral documents may also be required. This intern will work with Engineering, Marketing, Customer Support, and others as part of a cross-disciplinary team. Later tasks will include documenting a variety of Linux-based products. Candidate should be a major in Technical Communication or related field, have demonstrated communication skills in highly technical area. Knowledge of Unix, Linux, or high-end computer systems a strong plus. This position will be a full-time summer internship (40 hours per week during the summer). There is also the potential to start in March and work part time until summer begins. For more information on this position with SCI, please contact Amy Rennock at krohna@sgi.com

admin. assistant

Uline, Inc. is a national mail order catalog company with 5 locations across the U.S. We are currently seeking an Administrative Assistant to support the Branch Manager in our Eagan distribution center. Position requires: Excellent time management, organizational skills; Typing speed of 50 WPM; Clear and professional communication skills—written, verbal and interpersonal; Detail oriented; PC skills—Word, Excel, Access; BA/BS degree required. For more information, please contact Amanda Anderson at aanderson@uline.com

youth tutor

Bring your talents and desire to create positive learning experiences for disadvantaged youths at the new Community Technology Center while learning about the critical issues facing low-income families. Provide enthusiasm, motivation, and joy while helping youths to succeed. Volunteers with enthusiasm for both traditional print as well as interactive online media are especially needed for tutoring youth ages 6 to 16 in their weak academic areas. Commitments range from 2–3 hours a week, either late afternoons or evenings. For more information, please contact Richard Tran at 612-752-8604.

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**

**MUST and City Arts**
Explore urban reality and strategies for addressing inequality through the *Metro Urban Studies Term (MUST)* or *City Arts* programs. Application deadline: April 15, 2002.

For more information please attend one of the following info sessions:
- Wednesday, February 27, 3:30–4:30 pm
- Wednesday, April 3, 1:15–2:15 pm

Both sessions take place in 345 Fraser Hall and will include program staff and student alumni. For more information, check out www.cclc.umn.edu/students/cityartsandmust.html

**AmeriCorps VISTA**
CCLC Now Recruiting AmeriCorps*VISTA for Fall 2002. The *AmeriCorps*VISTA at the University of Minnesota’s Career and Community Learning Center works as the Student Training Coordinator. This VISTA member addresses student preparedness for community work by implementing and co-facilitating the “Get Up, Get Into It, Get Involved” pre-community-involvement training. This three-hour training session addresses such issues as systematic oppression, racism, diversity, the notion of service, and more. Additionally, the VISTA member implements reflection sessions for students involved in community work. These reflection sessions address various community issues and address the need for students to critically think about their community work in order to have transforming experiences. For more information on this position, please contact Kristin Dawson at 612-626-2044 or kdawson@class.cla.umn.edu

**AmeriCorps**
*AmeriCorps*, the domestic Peace Corps, is an awesome adventure, a way to put your idealism into action. If you have what it takes to live up to your dreams to make a community safer, to help kids get a real education, to help protect the environment, AmeriCorps is for you. *Apply to AmeriCorps*, this is one year to make a difference, one chance to make your mark, one experience that will change your life. To find out more about AmeriCorps programs like VISTA and NCCC, come to our information session at the University of Minnesota’s Career and Community Learning Center. For more information call 612-626-2044 or email to kdawson@class.cla.umn.edu

**Coffee Hours**
The “Get Up, Get Into It, Get Involved” *Coffee Hour* series continues this week! Whether you are a student involved in service-learning or simply a concerned citizen, these events are a great chance to learn more about the issues impacting you and your community. Stop in on one of our sessions to listen, discuss, share and explore steps to social change! Upcoming dates are:
- Thursday, March 28, 4:30–6:00 pm- The Urban Environment
- Wednesday, April 3, 4:30–6:00 pm- Affordable Housing Crisis
- Monday, April 15, 4:30–6:00 pm- Literacy, Poverty & Social Class

For more details on topics and speakers, check out our website at www.cclc.umn.edu/students/getup.html. All events take place in 345 Fraser Hall. Coffee and cookies provided! Please RSVP and send questions to Andrea Payne at 612-624-2585 or apayne@class.cla.umn.edu.

**Literacy**
Love Children? Love to Read? *The Minnesota Literacy Council (MLC)* is seeking highly motivated men and women for the *AmeriCorps*VISTA Summer Reads Program, a 40-hour-per-week, eight-week effort to promote the literacy of elementary school children. VISTAs (Volunteers In Service To America) are placed in Minneapolis and St. Paul Public Summer Schools during the morning, and after-school sites. Within the framework of these established programs, you will conduct one-to-one reading sessions, fun group activities, and outdoor games to strengthen the reading skills of emerging readers. Benefits include: $1,000 educational award to pay back federal student loans or help pay for tuition, bi-weekly living allowance of $355, and more. To apply online, visit www.americorps.org and click on “How to Join” and “Find A Program.” For more information, contact Kate West, kwest@theMLC.org or 651-645-2277 x214. *Application deadline is March 28, 2002*
**additional opportunities**

**NSE**  
*Where will you be next year?* National Student Exchange (NSE) offers students the opportunity to study at one of nearly 200 NSE member schools for up to a year at in-state tuition rates! Financial aid applies. A limited number of schools are still accepting students on a first-come, first-served basis for exchange during the 2002-2003 academic year. Stop by 345 Fraser Hall to pick up the list of schools still available, an application and NSE Directory. For more information, check out [www.ccclc.umn.edu/students/nseindex.html](http://www.ccclc.umn.edu/students/nseindex.html)

**Non-profit internships**  
Partners Internship Program (PIP) is coordinated by HECUA with funding from the Otto Bremer Foundation. Currently enrolled undergraduate students who will be returning to school in Fall 2002 to continue their undergraduate studies are eligible to apply for paid internships in non-profit organizations located in Minnesota, Wisconsin and North Dakota. Positions are 400 hours, approximately 10 weeks full-time, with an hourly wage of $8.50 per hour. Some of the sponsoring organizations are Access Press, District 7 Planning Council, Immigrant Law Center of Minnesota, Intermedia Arts, Seward Neighborhood Group and the St. Paul Community GIS Consortium. To apply, applicants must send a cover letter and resume directly to the sponsoring organization. Complete internship listings are available at [www.hecua.org/pip](http://www.hecua.org/pip)

---

The Career & Community Learning Center offers career services, internships, volunteer experiences, and domestic exchange opportunities.