

November 1, 2011

Barnard College
Career Development
Elliott Hall, 2nd Floor
www.barnard.edu/cd

CAREER CONNECTIONS

PHONE NUMBER: 212 854-2033

EMAIL: ocd@barnard.edu

STAFF

Robert Earl, Jr.
Director

Alexandra Nestoras
Senior Associate Director

Won Kang
Associate Director / Student
Employment

Rachel Tannenbaum
Associate Director

Valerie Chow
Program Director / Internship
Programs & Civic Engagement

Purnima Taylor
Program Director / Employer
Relations & Campus
Recruitment

Victoria Passarella
Career Counselor

Sarah Noel
Alumnae Counselor

Katherine Hendry
Assistant Director

Lindsey Allen
Assistant to the Director

Hiraida Crespo
Office Assistant

Bruce Ross
Administrative Assistant

Nancy Ferro
Recruiting Program Assistant

WHAT TO DO WITH A MAJOR IN POLITICAL SCIENCE?

You've decided on a major and are not sure what career path to follow after college. To help you out, we asked three Barnard alumnae who majored in political science to share their career experiences with you!

Cecillia Culverhouse'02, NY Housing Authority, Robert L. Doan Honors Associate

Political science was an easy fit. It is the study of power and I was fascinated with the shifting of power and control among populations. As a senior at Barnard, I was writing a thesis on democratic control over land use, focusing on the siting of environmentally harmful uses, when the tragedies of September 11 occurred. In the aftermath, I followed the government's response, wondering, "Who would shape the rebuilding of the World Trade Center site?" Question in mind, I saw a posting in Macintosh for the distinguished New York City Urban Fellows Program. I applied and was accepted. As an Urban Fellow, I took a position as program manager for the Lower Manhattan Development Corporation, the agency tasked with revitalizing the World Trade Center site and Lower Manhattan. Cont'd on Pg. 6

Beth Anisman'92, B&Co, CEO

I decided to major in political science due to my interest in international politics and international relations. I was lucky to have lived in Japan during my sophomore year of high school; that experience deepened my curiosity in other cultures and understanding the relationship between the US and other countries from a variety of angles. I also knew that I wanted to attend law school; my focus at law school was also on international law and business. After working in a large NYC law firm for several years, I became a lawyer and manager in a global investment bank where I routinely traveled to Asia and Europe. There is no question that much of what I learned at Barnard studying political science and East Asian studies prepared me for my career. Cont'd on Pg. 6

Maria Fitzgerald'06, Kennedy Center, Employment Services Manager

I fell in love with American politics on a class trip to D.C., so at Barnard, it was easy to choose my major. As I completed internships and research projects, my interest veered towards advocacy. I had planned to enroll in law school, but not far into my senior year I realized that wasn't what I wanted. My favorite part about advocacy was working directly with the people I was serving. After some thought, research, and a little anxiety, I chose to work in a L'Arche community in Kansas for a year, providing direct care services to people with developmental disabilities. I loved my community and one year turned into three. Two years ago, I returned to Connecticut and began working in Supported Employment, helping those with mental illness find and maintain employment. I am employed by the Kennedy Center as the Employment Services Manager, managing a caseload and also working as the on-site supervisor. It's hard to touch on exactly how my background in political science has influenced my career path - but I do know that my choices have been influenced by my professors and classmates, who constantly challenged me never to take anything for granted, take risks, and to never turn my back on causes I believe in.



ELECTRONIC RESOURCES



The Occupational Information Network (O*NET) is the primary source of occupational information for the United States. O*NET is sponsored by the Employment and Training Administration of the US Department of Labor.

O*NET has detailed descriptions of the world of work for use by job seekers, workforce development and HR professionals, students, researchers, and more!

Available on the Career Development Website
www.barnard.edu/cd/

TEN CAREERS FOR A POLITICAL SCIENCE MAJOR

1. **Lawyer/Paralegal:** Lawyers, also called attorneys, act as both advocates and advisors in our society by representing parties in criminal and civil trials and counseling clients about legal rights and obligations. Paralegals, or legal assistants, help lawyers prepare for closings, hearings, trials and corporate meetings. They often investigate the facts of cases, identify precedents and help gather materials that might be relevant to cases.
2. **Urban/Regional Planner:** Urban and regional planners develop long- and short-term plans for the use of land and the growth and revitalization of urban, suburban, and rural communities and the region in which they are located. They help local officials alleviate social, economic, and environmental problems by recommending locations for infrastructure and suggesting zoning regulations for private property—work that requires forecasting the future needs of the population.
3. **Research Analyst:** Operations research analysts formulate and apply mathematical modeling methods to develop and interpret information that assists management with policy formulation and functions. Using analytical techniques, operations research analysts help managers to make better decisions and solve problems.
4. **Legislator:** Legislators enact laws and provide oversight of the executive branch by researching how proposed laws might affect their town or district. Legislators meet with constituents—businesses, individuals, or groups from their district—and with lobbyists.
5. **Lobbyist:** Lobbyists present the interests of businesses or groups of people to legislators. Organizations of all types—from large corporations to small civic groups—depend on lobbyists to promote their agenda.
6. **Political Consultant:** Political consultants work on the election campaigns of candidates who run for public office at all levels of government. Usually, political consultants specialize in a variety of areas, with two of the most significant being media relations and fundraising.
7. **Legislative Correspondent:** Legislative correspondents focus on relaying information to constituents. They may respond to constituents' questions and concerns regarding legislation or national policy, either over the telephone or in writing.
8. **Public Relations Specialist:** Public relations specialists serve as advocates for clients seeking to build and maintain positive relationships with the public. They often handle organizational functions, interest-group representation, conflict mediation, and employee and investor relations.
9. **Research Psychologist:** Political campaign managers coordinate a campaign's operations such as fundraising, advertising, polling, getting out the vote and other activities supporting the effort. Apart from the candidate, they are often a campaign's most visible leader.
10. **Foreign Service Officer:** A foreign service officer is a commissioned member of the US Foreign Service. As diplomats, Foreign Service Officers formulate and implement the foreign policy spending most of their careers overseas as members of U.S. embassies, consulates, and other diplomatic missions.

Source: <http://www.bls.gov/>
<http://whatcanidowiththismajor.com/major/>



THE PCA'S

Kate Bergin

Geraldine Cheung

Lianna Fox

Lily Icangelo

Jenny Lyubomudrova

Jaqueline (Jackie) Rossiter

Sylvia Scodro

Michelle Yip

Margaret Yukins

DROP-IN HOURS

Peer Career Advisors

Monday - Friday

10 AM - 5 PM

CREATING A VIABLE ON-LINE BRAND

Last week, I listened to an informative presentation on the job and internship search at Christie's auction house. While the two representatives from Human Resources shared a variety of tips, I was particularly struck by their emphasis on developing an online "brand" as part of your job or internship search. We all know how important it is to manage our Facebook privacy settings; however, developing your internet presence as a marketable brand is crucial. Beyond googling your name, employers increasingly use sites such as LinkedIn and Twitter to reach out to potential employees. A viable "brand" entails a series of searchable profiles that professionally communicate your interests, career goals, and experience to a potential employer. Your internet presence should not consist simply of a lack of incriminating information, but rather, should help you flaunt your professionalism much like a resume or thirty-second pitch.

By Jenny Lyubomudrova, PCA



Source: <http://roystonrobertson.co.uk>



INTERNSHIP SPOTLIGHT:



By Tsechu Dolma '14
Major: Political Science

This past summer I interned in the Central Tibetan Administration's Environment and Development Department in Dharamshala, India. I found out about this internship through a Columbia University alum who is now the Secretary of the Department of International Relations.

As an intern my daily task was to edit research papers written by my supervisors on environmental degradation and policies enacted by the Chinese government. I had the opportunity to build a network of scholars, scientists, and politicians; these connections will support me in my future career plans in the Tibetan environment/social justice and public administration field. The experience has taught me the invaluable importance of clear communication with co-workers and colleagues.

FEATURED INTERNSHIPS

For these and other great opportunities, check out NACELink at www.barnard.edu/cd.

Harmony Institute – Research Intern. The Harmony Institute (HI) is a research center dedicated to revealing the influence of entertainment and the importance of mainstream media in producing lasting social change. The position requires a commitment of at least two days per week. Qualified applicants should possess a strong interest in media and online technologies.

National Organization for Women – Women's Rights internship. NOW-NYC advocates for the women and girls of New York City by working to promote reproductive health, achieve economic empowerment, and end violence and discrimination against women. The organization seeks women's rights interns in the areas of programming, development, and organizing.

National Latina Institute for Reproductive Health – Development and communications intern. The National Latina Institute for Reproductive Health (NLIRH) is dedicated to ensuring the fundamental human right to reproductive health and justice for Latinas, their families, and their communities through research, policy advocacy, and community mobilization. NLIRH is seeking a development and communications Intern to work in the New York office this fall.

Department of Consumer Affairs – Office of the Chief of Staff Intern. The New York City Department of Consumer Affairs (DCA) is seeking an intern to provide high-level support within the office of the Chief of Staff. The intern will have the opportunity to work on a variety of projects, which may include: policies and procedures, records management, finance, emergency planning, and office efficiency.

The New York Review of Books – Advertising Department Intern. The New York Review of Books is looking for an intern to provide sales support for the advertising department. Excellent proofreading and organizational skills are a must.

NBC Universal – News Specials Intern. NBC Universal, one of the world's leading media companies, is looking for student interns to work in the News Specials department. The News Specials unit covers breaking news and live events, including long-term political stories. Interns work directly with producers to research stories, prepare graphics, coordinate logistics, and screen and log tapes.

Council on Foreign Relations – Interns. The Council on Foreign Relations is an independent, non-partisan membership organization, think tank and publisher. The organization is looking for student interns to work in the following departments: multimedia, communications, corporate, corporate planning, advertising, development, geo-economics.

Obama for 2012 – Campaign and Finance Intern – Campaign and Finance Intern. Obama for America is currently accepting applications for fall 2011 and spring 2012 internships. Interns will work in the Finance Department. Main responsibilities will include database entry, creating and updating spreadsheets, event management, and other administrative and event related tasks. This will be a great chance to get hands-on experience in the day-to-day tasks of working on a campaign! Interns will volunteer at events in the Tri-State region featuring Administration and Campaign officials, such as the President and First Lady.



**GET VOLUNTEER AND CIVIC
ENGAGEMENT RELATED
INTERNSHIP AND JOB
OPPORTUNITIES IN YOUR E-
MAIL!**

Sign up for the New York City Civic Engagement Program e-mail listserv. You will receive weekly announcements of newly posted civic engagement-related opportunities.

SIGN-UP: www.barnard.edu/nyccep

**TOW FOUNDATION
SPECIAL PROFESSIONAL
OPPORTUNITIES FUND**

Would you like to attend a professional development conference? If so, apply for a grant from the Tow Foundation Special Professional Opportunities Fund.

INFORMATION:
www.barnard.edu/cd/students/funding/tow



NYCCEP & GRANTS

BARNARD REACH OUT - FALL WEEKEND OF SERVICE

Saturday, 11/12 and Sunday, 11/13

The New York City Civic Engagement Program (NYCCEP) invites you to participate in a weekend of community service with the Barnard Reach Out program. Volunteer projects include sorting books in preparation for the New York Book Fair at the Goddard Riverside Community Center, delivering meals to homebound elderly with Citymeals-on-Wheels, distributing food at the St. Francis Xavier Food Pantry, conducting outreach for the All Stars Project, and more!

INFORMATION: www.barnard.edu/nyccep

HUMANITY IN ACTION FELLOWSHIP

The Humanity in Action Fellowship brings together international groups of university students and recent graduates to explore national histories of discrimination and resistance. Each program is highly interdisciplinary and features daily lectures and discussions with renowned academics, journalists, politicians and activists, as well as site visits.

The Fellowship takes place summer of 2012, in Amsterdam, Berlin, Copenhagen, Lyon, and Warsaw.

INFORMATION: www.humanityinaction.org

PRESIDENT'S VOLUNTEER SERVICE AWARD

NYCCEP is pleased to announce Barnard College's participation in the President's Volunteer Service Award program as a Certifying Organization. The President's Council on Service and Civic Participation created the program as a way to recognize individuals, families, and groups that have achieved a certain standard—measured by the number of hours of service over a 12-month period or cumulative hours earned over the course of a lifetime.

INFORMATION: www.barnard.edu/nyccep

VOLUNTEER FOCUS: WE ARE NEW YORK

We Are New York is an Emmy Award-winning half-hour TV show created by Mayor's Office of Adult Education and the City University of New York, Office of Academic Affairs which is intended to help people learn English that will be useful to them. Each week, a new story shows people speaking English in important and realistic situations, like going to the doctor or talking with a child's teacher.

The We Are New York Community Project organizes free conversation groups across the city. We Are New York facilitators are students, seniors and working professionals who commit their time to helping adult immigrants practice English. Scheduling is flexible with daytime, evening and weekend placement options in all five boroughs, every day of the week. The next volunteer training session for We Are New York is scheduled for November 7th.

INFORMATION: www.nyc.gov/learnenglish

CONTACT: info@wany.nyc.gov



RACHEL'S CORNER

BUILD YOUR OWN BOARD OF ADVISORS

As the coordinator for the Alumnae-to-Student Mentoring Program, which matches Barnard students and alumnae for the academic year, I know how important it is to have guidance and support from individuals that you trust and respect. At the program's kickoff event, the keynote speaker and Barnard '06 alumna, Maryangela Moutoussis, explained that she has a solid 'board of advisors' which is made up of mentors that have given her direction and clarity at pivotal points in her career. Do you have a board of advisors? If not, read below for some tips on how you can build your own.

Who has helped you already?

You have probably developed a kind of a mentor/mentee relationship with someone. Perhaps you went to an advisor to ask about a class and he/she was extremely helpful. Maybe you attended a speaker panel, and after the presentation, you reached out to one of the speakers and had a very important question answered. Make sure to follow up with these individuals in the future. Most likely if they were helpful in the past, they will continue to be helpful in the future.

Who makes you feel fabulous?

You may have an individual in your life that helps you feel particularly motivated and powerful. This person can be a professor, a family friend or a colleague. This individual does not have to be working in a field or industry that you are interested in, but someone you admire for their solid judgment and approach. This too is a valuable mentor for you to include in your board of advisors.

Who has your ideal career?

In many industries, there are unique career success factors that that you should know about and strive towards. Determine who has your 'dream career' and see how you can connect to them. Chances are, they will be able to give you the specialized advice and tips that will help you end up in a similar place.

By Rachel Tannenbaum, Associate Director

WHAT TO DO WITH A MAJOR IN POLITICAL SCIENCE

Cont'd from Pg.1

Cecillia Culverhouse'02, NY Housing Authority, Robert L. Doan

Honors Associate

On a broad level, this incredible experience provided a front row seat to historical power struggles that impacted one of our nation's most sacred spaces. I attended law school and then worked as a Robert L. Doan Honors Associate, and agency attorney, in the Law Department of the New York City Housing Authority. I left last June to pursue a career in ecologically sustainable and ethical fashion. This currently manifests in writing for the fabulous sustainable style website [Ecouterre](#).

Beth Anisman'92, B&Co, CEO

After an incredibly fun and rewarding career in various roles in global investment banks, I made the decision to start my own consulting firm in the summer of 2009. My firm focuses on advising other global institutions in many areas of managing complex organizations; everything from expense management to human capital management. I can truly say that I have learned something new almost every day of my career. My advice to graduates is always to find something you actually enjoy doing ... your career can and should be fun!



CAREER DEVELOPMENT WORKSHOPS

All workshops are held in the BCD Seminar Room. For more information, visit NACELink at www.barnard.edu/cd

Job and Internship Search

Tuesday, 11/1 at 1:00 PM
Tuesday, 11/8 at 12:00 PM
Monday, 11/4 at 3:00 PM
Tuesday, 11/22 at 12:00 PM
Thursday, 12/8 at 3:00 PM
Monday, 12/12 at 11:00 AM

Crafting a Cover Letter and Resume

Friday, 11/11 at 2:00PM
Wednesday, 11/16 at 1:00 PM
Monday, 11/21 at 11:00 AM
Tuesday, 11/29 at 3:00 PM
Tuesday, 12/6 at 4:00 PM
Friday, 12/16 at 2:00 PM

Mastering the Interview

Monday, 11/7 at 1:00 PM
Monday, 11/28 at 1:00 PM
Monday, 12/5 at 1:00 PM

The Ins & Outs of Networking

Thursday, 11/3 at 3:00 PM
Thursday, 11/17 at 12:00 PM
Friday, 12/2 at 3:00 PM
Tuesday, 12/13 at 12:00 PM

EMPLOYER FOCUS: Seedco

Join Seedco, a national non-profit organization that advances economic opportunity for people, businesses and communities in need.



Seedco Financial
Innovations in Community Lending

Founded in 1987, Seedco is a national non-profit organization headquartered in NYC that advances economic opportunity for people, businesses and communities in need. Seedco analyzes, assesses, and develops best practices to inform their work, as well as that of other practitioners, researchers, and policy makers. The company provides technical assistance to federal, state, and local governments; funders; and non-profit agencies. Through the subsidiary Seedco Financial Services, they work to stimulate economic development in communities that are underserved by traditional banking institutions.

INFORMATION: NACELink at www.barnard.edu/cd

NOVEMBER AT A GLANCE

Events are listed alphabetically.

America Reads Tutor Meeting

Monday, 11/14 at 5:00 PM

Tuesday, 11/15 at 4:30 PM

Friday, 11/18 at 12:00 PM

Friday, 11/18 at 4:00 PM

BCD Seminar Room

During the meeting tutors will give updates regarding their site placements, and end of year wrap-up procedures together with other housekeeping items that will be discussed.

Careers and Coffee: Women and Work/Life Fit

Monday, 11/14 at 6:00 PM

Ella Weed Room, Milbank Hall

This event will provide a space for students to hear from professional women on how they fused their personal and professional lives to find the right workplace environment for them. Learn how to explore professions and ask targeted networking questions, in order to make career choices that fit your values and goals. The program will include time for students to network with the panelists.

RSVP: NACELink

Crafting a Cover Letter and Resume

Friday, 11/11 at 2:00 PM

Wednesday, 11/16 at 1:00 PM

Monday, 11/21 at 11:00 AM

Tuesday, 11/29 at 3:00 PM

Monday, 10/31 at 12:00 PM

BCD Seminar Room

Learn the basics of writing a resume and cover letter that helps you stand out in the job market.

RSVP: NACELink

The Ins & Outs of Networking

Thursday, 11/3 at 3:00 PM

Thursday, 11/17 at 12:00 PM

BCD Seminar Room

Find out how to tap into the professional contacts you already have and those you have yet to meet.

RSVP: NACELink

Job and Internship Search

Tuesday, 11/1 at 1:00 PM

Monday, 11/14 at 3:00 PM

Tuesday, 11/22 at 12:00 PM

BCD Seminar Room

Maximize your job and internship search by learning to use Career Development resources, networking opportunities and more.

RSVP: NACELink

Mastering the Interview

Monday, 11/7, at 1:00 PM

Monday, 11/28 at 1:00 PM

BCD Seminar Room

Getting ready for a job interview? Learn how to answer questions, ask the right questions and make yourself shine.

RSVP: NACELink

INFO SESSIONS:

Bank of America/Merril Lynch

Tuesday, 11/15 at 7:30 PM

Skyline, Faculty House

Citi

Monday, 11/14 at 7:30 PM

Skyline, Faculty House

City Year

Tuesday, 11/1 at 11:00 AM

Main Level, Diana Center

Site Visit: City Year

Friday, 11/18 at 1:00 PM

Employer Site

Credit Suisse

Thursday, 11/10 at 5:00 PM

Skyline, Faculty House

Goldman Sachs

Wednesday, 11/9 at 5:00 PM

Skyline, Faculty House

Jane Street

Wednesday, 11/30 at 7:30 PM

Skyline, Faculty House

Jefferies & Company

Tuesday, 11/29 at 7:30 PM

Garden Room 2, Faculty House

JP Morgan

Wednesday, 11/2 at 5:00 PM

Wednesday, 11/16 at 5:00 PM

Faculty House

Mizuho

Monday, 11/14 at 5:00 PM

Garden Room 2, Faculty House

Oliver Wyman

Wednesday, 11/16 at 7:30 PM

Skyline, Faculty House

Temasek International

Wednesday, 11/2 at 7:30 PM

Garden Room 2, Faculty House

Venture for America

Wednesday, 11/9 at 6:30 PM

CCE Conference Room

INFO & RSVP: NACELink

DROP-IN HOURS

Professional Staff

Monday - Friday

12 PM - 2 PM

Peer Career Advisors

Monday - Friday

10 AM - 5 PM