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Summer 2009 University of Michigan

Issue 2

WORK-STUDY UPDATE

Written for Students, By Students!

Hopefully you got a chance to read the first issue of the *Summer 2009 University of Michigan Work-Study Update*. Maybe you even submitted an application to become an America Reads tutor! If you did, make sure to read on for advice about professional interviews. If you decided that America Reads is not for you, keep reading to discover two different Work-Study employment possibilities. This issue will focus on job opportunities with the campus libraries and a pre-school tutoring program called Jumpstart!

Would you like to work at one of the many U-M libraries?



Harlan Hatcher Graduate Library



Duderstadt Center



Law Library



Shapiro Undergraduate Library

Work-Study Opportunity: Campus Libraries

Are you looking for a job with **flexible hours** and many **different work locations**? Fill out an application to become a U-M library student employee! The university libraries employ hundreds of students with and without Work-Study awards in the 19 different locations across campus. Work shifts at the libraries are extremely flexible and can be adapted to the majority of students' busy schedules. A student can be scheduled to work during any 2-hour time block he/she has open, and usually can expect to work about 8-10 hours/week. Some library employees may work up to 20 hours/week, depending on their job responsibilities.

Jobs available include shelving, circulation, reference, data-searching, clerical support, inter-library loan tasks, and many other opportunities within the campus libraries. Each of these jobs also provides an educational experience. From his/her experience with library employment, a student will develop an excellent work ethic, communication skills, organization, basic library and university knowledge, and excellent job experience. On a resumé, library employment shows that a student is responsible and attentive to detail.

The libraries employ students from all different majors and career interests. There are a few positions that are specific to students in the School of Information. However, most positions are available to all students. If you want to have a great job experience, get paid, and meet cool people, stop by the Library Human Resources office and fill out an application to become a library student employee!

A few details about library jobs...

- Students can pick up an application in the Library Human Resources office located on the fourth floor of Hatcher Graduate Library.
- After receiving an application, the library employers match the student's skills to the open jobs and set up interviews.
- Wages may range from minimum wage to \$15/hour depending on the position and the student's experience. Students with specific skills such as extensive computer or language knowledge will be paid accordingly.
- All student employees are eligible to earn a maximum of two pay increases of \$0.25 each after each 300 hours worked.
- Students are hired throughout the year; however, the peaks in hiring occur at the beginning of each term.
- In your interview, expect library employers to be looking for someone who is dependable, accurate, and detail-oriented.
- Given the current economic situation, you must be persistent to get a job at the library. Feel free to stop by Human Resources as often as you wish to check on job availability. Chances are, you will eventually obtain a job with the campus libraries.

To obtain further information about **U-M campus library jobs**, visit:

http://www.lib.umich.edu/hr/employment/student_job.html

To apply, stop by the **Library Human Resources office** at:

920 North University Avenue

404 Harlan Hatcher Graduate Library (North)

Tel: (734) 764-2546

Please e-mail your questions to library.jobs@umich.edu



jumpstart

CONNECT EARLY



Jumpstart is now hiring for the 2009-2010 school year! Jumpstart is an AmeriCorps program that provides college students with the opportunity to work one-on-one with preschool children on reading, writing, and social skills. The U-M Jumpstart program reaches out to less-fortunate children in the Ann Arbor community, striving to give all preschoolers the quality early education they deserve. In addition to earning their Work-Study award and a \$1,000 Education Award, Jumpstart Corps members get to read stories, sing songs, and play games that support young children's school readiness. Do you want to change a child's life while earning Work-Study wages and gaining real life experience working in a preschool classroom? Become a Jumpstart member!



Teri Hogg (pictured left) is the Site Manager and Coordinator for the Jumpstart program here at the University of Michigan. She recruits Jumpstart Corps members, trains students, and works directly with the partner schools' teachers, preschoolers, and families. Teri helped bring Jumpstart to campus during the 2008-2009 academic year and did a great job of establishing the program here in Ann Arbor. In the upcoming year, Teri wishes to "increase the level and depth of communication with the families of the children in the program as well as recruit more participating classrooms and Corps members." Jumpstart targets classrooms that have mostly at-risk students who need the additional support and care that Corps members provide. In the upcoming year, Jumpstart plans on partnering with one Head Start and one Great Start Readiness Program classroom, in addition to several daycare centers.

Teri is looking to employ Work-Study students who enjoy working with children and who are flexible, professional, and dedicated to the program. Training for Corps members continues throughout the duration of the program and provides a solid foundation in early childhood education. In addition to receiving extensive training and hands-on experience, Jumpstart members make lasting friendships, build their resumé, and develop skills such as leadership, responsibility, and teamwork. Several Corps members were even offered summer jobs at the child care centers. Teri is encouraging students of all majors and career interests who love working with children to apply for a position with the Jumpstart program here at U-M!

Jumpstart Corps Member: Parisa Behzadi

"Jumpstart is a great, active Work-Study opportunity that allows you to serve the community," says Parisa Behzadi, a Corps member who participated in Jumpstart's kick-off year at U-M. Parisa plans on returning to work with Jumpstart and is excited to reunite with the Jumpstart family in the upcoming school year. This family consists of teachers, parents, and students all striving to achieve social equity for children.

With her dream of pursuing pediatric dentistry, Parisa believes that working with children will help her out greatly with her future career plans. Jumpstart taught Parisa to be patient and to appreciate what children have to offer. "Playing and reading to little children actually relieved the stress of college classes," shares Parisa.

Knowing that she had an impact on a child's life is the most rewarding aspect of the program for Parisa. Through the hands-on experience, Parisa was able to assist children while laughing and playing. If you are looking for a similar experience and the chance to serve your community, perhaps Jumpstart is right for you!

A few key points about Jumpstart:

- To be considered for a position with Jumpstart, you must have a Work-Study award.
- Jumpstart operates out of Room 3116 in the School of Education Building (610 E. University Ave.).
- Training takes place during scheduled team times. A class, EDUC 490 Literacy Development and the Young Child, is also offered as training and for academic credit.
- Corps members work about 10-12 hours/week.
- Participating preschool locations can be reached by university and public buses or by walking.
- Students are paid for all training and receive cool t-shirts and hoodies!
- Members may earn up to their full Work-Study award as well as a \$1,000 Education Award upon completion of 300 hours of service. This \$1,000 Education Award can be used to pay for future tuition or school loans. Jumpstart Corps members may also earn course credit for taking the EDUC 490 training class.
- The available Jumpstart sessions are:
 - 8:30-11:30am Monday/Wednesday *or* Tuesday/Thursday
 - 12:30-3:30pm Monday/Wednesday *or* Tuesday/Thursday
 - 3:00-5:30pm Tuesday/Thursday only

PLEASE REMEMBER TO SCHEDULE YOUR FALL AND WINTER CLASSES AROUND YOUR SELECTED SESSION TIME SLOT!!

Visit <http://www.jumpstartum.org/join.html> for more information on how to become a Jumpstart Corps member!

E-mail Teri Hogg with questions at thogg@umich.edu

Do you intend to apply for a job this school year? How about next summer? Two or three years from now?

Chances are, in the next couple of months or years, you will find yourself at a job interview. If you are serious about obtaining a job, be sure to follow a few tips from the University of Michigan's Career Center. Read on below for advice from Lynne Sebillle-White, Senior Assistant Director of Employer Relations at the Career Center, regarding effective interviewing techniques.

Prior to the Interview:

Preparation and practice are key!

- ✓ Research the department and position that you are applying for on the department's website.
- ✓ Find out what is important to the employer (e.g., customer service, teamwork).
- ✓ Be prepared to talk about the skills you have that will be specifically beneficial to the department.
- ✓ Practice answering a few general interview questions out loud: your answers will sound completely different when you actually speak them!
- ✓ Set up a mock interview with a career counselor for practice.
- ✓ Go to <http://www.careercenter.umich.edu/students/findingjob/interviewing/practice.html> to take a practice interview online. Choose your own questions, interviewer, etc. to create a virtual interview!

Be aware of... **Behavioral Interviewing:** A new, common way of asking questions to assess your past performance in various situations. Before your interview, think of past experiences when you demonstrated a specific skill that might be important to this company. This is your chance to help the interviewer remember you by your unique experience.

Note from the Editor:

I hope you enjoyed reading this issue of the *Work Study Update*. Hopefully the bit on interviewing will be helpful in your upcoming job searches. Make sure to check out the Career Center website; the resources are great! I recently made a resume on this website; the templates offered are extremely helpful. Read the next issue for more Work-Study employment opportunities and some helpful hints for building your resumé!

- Courtney



During the Interview:

Give a positive first impression!

- ✓ Be there early.
- ✓ Introduce yourself formally.
- ✓ Be cordial to everybody (including the secretary and anyone else you might make a lasting impression on).
- ✓ Dress according to the formality of the job. Most Work-Study jobs will not require a suit, but dress neatly and be well-groomed for any interview.
- ✓ Body language tone should be confident and assured.
- ✓ Be aware of nervous habits and concentrate on controlling them.
- ✓ Do not complain about previous job experiences; simply express why this new job would suit your interests better.
- ✓ If asked what your greatest weakness is, try not to sound too cliché. Be honest. Share about an area that does not come naturally to you. However, be sure to talk about how you've been improving this weakness.
- ✓ An interviewer knows you are not perfect. If they ask about a time you failed, they want to know how you handled it, learned from it, and incorporated the experience into future encounters.

Toward the End of the Interview:

Thank the interviewer!

- ✓ If the interviewer asks if you have any questions for him/her, always answer yes. Be sure to have prepared questions.
- ✓ Only ask questions about the department if they cannot easily be found online. Make sure your question is a well-researched, "next-level" question.
- ✓ Possible questions may include: What do you personally like best about this department? What is expected of an employee here? What is the environment like?
- ✓ Ask the timeline for when the employer will get back to you. Know when to follow up and check in.
- ✓ Get contact information (most commonly in the form of a business card).
- ✓ Thank them for the interview in person. Also send a professional e-mail or letter re-expressing your thanks and interest in the job.
- ✓ Follow up on the job, but remember it can be annoying to call everyday. This is why knowing the timeline is important!

The Career Center: An Excellent Resource!

Visit www.careercenter.umich.edu or e-mail careercenter@umich.edu for information about:

- Finding a Job or Internship
- Applying to Graduate School
- Majors & Careers
- Career Counseling & Advising
- Workshops on Wheels
- Much, Much More!

To make an appointment with a Career Center counselor, please call: **734-764-7460** or stop by the information desk. The Career Center office is located at:

515 East Jefferson
3200 Student Activities Building
Ann Arbor, MI 48109