

### IMPORTANT DATES

### APPLICATION DEADLINES AND FULL INFORMATION ON LIBERALARTS@WORK

3/21	Capital One	Information Session,	PAR 306, 7 - 9 PM, Event 220
3/28	National Security Agency (NSA) Language Careers Information Session	Information Session	GAR 7, 5 - 7 PM, Event 270
3/29	Walt Disney Company	Information Session	UTC 3.102, 5 - 7 PM, Event 229
3/29	AmeriCorps *NCCC	Information Session	MEZ 2.122, 6 - 7 PM, Event 258
3/29	Non-Profit & Public Sector Career Fair		SRH, 10 AM - 2 PM, Event 244
3/30	Walt Disney Company	Information Session	UTC 3.102, 5-7 PM, Event 230
3/31	The Summer Camp	Information Session	FAC 18, 11 AM - 2 PM, Event 234
4/4	Grassroots Campaigns	Information Session	MEZ 2.122, 6 - 7 PM, Event 265
4/4	Space Career Fair	Career Fair	Colorado Springs, CO, 8 AM - 5 PM, Event 267
4/5	Education Job Fair	Career Fair	Frank Erwin Center, 9 - 11:30 AM, Event 251
4/5	Out for Business - GLBT	Career Panel	Ford Career Center - CBA 2.116, 4 - 5 PM, Event 271
4/5	GLBT Business Dinner Hosted by PriceWaterhouseCoopers (RSVP required)		7 PM, Event 272
4/5	Media Plus Consulting	Information Session	UTC 3.102, 6 - 8 PM, Event 256

### ONLINE SUBSCRIPTIONS

Name of Website	User Name	Password
<a href="http://www.graduatejobs.com">www.graduatejobs.com</a> Job posting source for employment vacancies nationwide for Liberal Arts and Arts and Humanities degree holders.	<i>unvtxaus</i>	<i>lacs78712</i>
<a href="http://www.eejonline.com">www.eejonline.com</a> Online entertainment employment and internship search.	<i>utaustin</i>	<i>geb1308</i>
<a href="http://www.ecojobs.com">www.ecojobs.com</a> Source for environmental jobs worldwide.	<i>lacs</i>	<i>art</i>
<a href="http://www.h1visajobs.com">www.h1visajobs.com</a> Lists of companies who have sponsored H1 visa holders in the past.	<i>users@austin.utexas.edu0901</i>	<i>users</i>
<a href="http://www.opajobs.com">www.opajobs.com</a> This website has just a few of the opportunities listed. For the most recent online publication, visit the LACS Library.	<i>lacs</i>	<i>austin</i>

# CATALYST

## FACEBOOK AND THE JOB SEARCH

by Samantha Allison (Plan II, English)

According to the dudes who do the studies, aka experts in the growing field of New Media, we students are the "Facebook generation." Those of us who find ourselves wasting hours browsing our friends' profiles each week probably aren't surprised. But you might be surprised to learn that the Facebook and other networking sites can help or hurt your job search.

As networking sites, Facebook.com, Myspace.com and the others are valuable tools for recent graduates. A professional network is helpful for finding jobs, working on projects, and scoping out a work environment. Having hundreds of Facebook contacts means that some of them will have experience in your field of interest. As they say, it's all about who you know. Facebook allows you to preserve your social connections even after college. When you find yourself facing a new situation, you can find somebody who has been there before.

What many students and young professionals don't realize is that your Facebook profile can actually hurt your job prospects. Facebook feels like a relatively private environment, since only fellow UT students can view your profile without your consent. But the truth is, anyone with an email address ending in utexas.edu can search Facebook. This includes faculty and staff of UT, as well as UT alumni. This means any recruiter who comes to campus for interviews and mentions her years as a UT undergrad can look you up.

Take a minute to think about what conclusions an employer might draw about you based on your current Facebook or Myspace profile. They will see those drunken party pictures, and they will read your

friends' comments about you ("Hey sexy! You's a ho!"). They will know if you badmouth your professors or your current boss. Many companies won't hesitate to take back job offers based on this information. They will also double-check your application information, including whether or not you're currently employed. And although an employer isn't allowed to ask your age, they can easily find out online.

Editing your profile is like cleaning your room before your mom comes into town. You don't want her to see your liquor bottle collection, and you don't want your future boss to know that you were topless on Mardi Gras. The moral of the story is take full advantage of your friend network. Milk those connections for all they are worth. But when it becomes time to graduate and apply for jobs, spend some quality time cleaning up your online accounts.

### SPOTLIGHT JOB

#### THE UT PRESS FELLOWSHIP PROGRAM

The University of Texas Press invites applications for its annual Fellowship program. The deadline for applications is March 31, 2006. The Fellowship program is designed to give one year of experience in book publishing to the most qualified applicant. There is one UT Press Publishing Fellowship being offered for the year beginning September 1, 2006, and ending August 31, 2007.

The 2006-2007 fellowship will consist of one year of intensive training in one of the following departments: Copyediting, Fundraising/Development, or Marketing, with exposure to and instruction in the operations of other departments. The Fellowship Committee will decide what department the fellow will be working in only after reviewing an applicant's strengths and preferences. Full details available at:

<http://www.utexas.edu/utpress/about/fellow.html>

# OPPORTUNITIES

## GOVERNMENT

The Council on Foreign Relations is a leading independent, national membership organization and nonpartisan center for scholars dedicated to producing and disseminating ideas so that individuals and corporate members can better understand the world and the foreign policy choices facing the United States and other governments. The Program Assistant will provide support for both the administration of the office and the Meetings Program. The major responsibilities of this position will include (but are not limited to) greeting guests and answering general telephone calls for the Council's Washington office; responding to requests for information by Council members, visitors, media, and staff; assisting with routine office functions. For more information about this opportunity, please visit our Career Resource library and ask for job postings on [entryleveljobs.com](http://entryleveljobs.com)

The Washington Office on Latin America (WOLA) seeks an entry-level administrative staff person to work with program staff. S/he will coordinate the work of a 3-person team in a fast-paced human rights organization working in Washington and Latin America. Duties include: draft, edit, proofread, and format correspondence documents; maintain and update website content; assist with publication and distribution of reports, memos, press work, and other materials; organize, coordinate and staff informal lunch talks, seminars, workshops, delegations, and conferences; attend coalition meetings and accompany Latin American delegations while in Washington and provide notes when needed; monitor congressional hearings and legislation. For more information about this opportunity, please visit our career resource library and ask for job postings for [entryleveljobs.com](http://entryleveljobs.com)

Lambda Legal seeks a Legal Assistant for its Atlanta office. Lambda Legal is a national

organization committed to achieving full recognition of the civil rights of lesbians, gay men, bisexuals, transgender people, and people with HIV through impact litigation, education, and public policy work. Duties include staffing the help desk intake line, production of legal briefs, maintaining files, word processing, drafting correspondence, telephone calls to courts and other attorneys, and non-legal research. For more information about this opportunity, please visit our career resource library and ask for job postings for [entryleveljobs.com](http://entryleveljobs.com)

Earthjustice, the nation's leading nonprofit environmental law firm, seeks bright, energetic Litigation Assistant for its Washington, DC office. Responsibilities include maintaining pleadings, general litigation, general correspondence files; preparing documents for filing in court and government agencies; creating tables and exhibits to be used in comments, court documents, and presentations; coordinating mailings; performing factual and paralegal research; and monitoring Federal Register and court websites. For more information about this opportunity, please visit our career resource library and ask for job postings for [entryleveljobs.com](http://entryleveljobs.com)

## NON-PROFIT

Austin-based Foundation for Self-Sufficiency in Central America seeks Administrative Assistant who is fully bilingual and has fund-raising experience. See complete job description at [www.txnp.org](http://www.txnp.org). Email your resume to Sean Hale at [sean@fssca.net](mailto:sean@fssca.net)

South Texas Pro Bono Asylum Representation Project (ProBAR) in Harlingen seeks full-time Paralegal to provide support to its Immigrant Children's Assistance Project. Applicants should have experience working with immigrants, children and survivors of abuse. Fluency in Spanish is required. See full job description at [www.idealists.org](http://www.idealists.org). Email cover

letter, resume, writing sample and 3 references to Meredith Linsky at [probar@sbcglobal.net](mailto:probar@sbcglobal.net)

The Settlement Home of Austin seeks Youth Care Counselor to supervise youth, assist with treatment plans and utilize counseling skills. To apply, you must be 21 years old, have a good driving record and demonstrate sensitivity toward children. Apply online at <http://www.settlementhome.org/Careers.asp>

YWCA of Austin seeks Generation YW Youth Specialist to facilitate support groups and provide short-term intervention counseling. Degree in social services field required, as well as experience working with children. Drug and alcohol counseling experience preferred. To apply email your resume to Karen Hunt at [Karen@ywcaAustin.org](mailto:Karen@ywcaAustin.org)

## CORPORATE

National Instruments is a world leader in computer-based measurement and automation. They have positions available for an Entry-level Technical Writer. Duties include working with the engineering team to develop and to improve product documentation; write, edit, and rewrite technical documentation; and review and prepare information for publishing. The position requires an English degree or other major with writing emphasis. To apply submit your resume to [LiberalArts@Work](mailto:LiberalArts@Work) <https://www.myinterfase.com/lacs/student/home.aspx>

Synergy Advertising & Marketing, Inc. is a San Antonio based firm that specializes in direct response cause related advertising. They are recruiting for entry-level Advertising, Marketing and Public Relations Representatives. For more information about this opportunity, contact information and application instructions, visit [www.monster.com](http://www.monster.com) and search for Synergy Advertising and Marketing.

Austin Fit Magazine is currently seeking candidates for advertising sales and administrative positions. These positions require daily client interaction through cold-calling, walk-ins, and networking at various health and fitness events in Austin. Other duties include learning magazine production, accounting, distribution, and public relations. The office is located next to the UT campus and hours are flexible. To apply, please email your resume to [jobs@austinfmagazine.com](mailto:jobs@austinfmagazine.com)

Grande Communications, a growing Texas communications company, is currently seeking Residential Sales Consultants (also known as Broadband Consultants) for door-to-door telecommunications product sales including phone, Internet, cable tv, and wireless security. Ideal candidate will possess outside sales experience. To apply, email resume to Lisa Parrish at [lisa.parrish@corp.grandecom.com](mailto:lisa.parrish@corp.grandecom.com)

Burns McClellan is a public and investor relations agency located in New York City providing consulting services to companies in the health care industry. They are advertising for an Investor Relations/Public Relations team member in AccessUT. Duties will include strategizing an IR outreach plan, writing and coordinating press releases, developing company messages, developing fact sheets and presentations, event planning, crisis management, and providing insight into their investor base. Applicants should be recent graduates with strong writing and verbal skills. Knowledge of finance, science or communications is a plus, but not essential. This entry-level position is an excellent growth opportunity. For more details about the opportunity, including application instructions, log-in to AccessUT at <https://accessut.utexas.edu>

Texas Guaranteed is seeking a Default Recovery Specialist for their Round Rock office. The Default Recovery Specialist will contact borrowers, using strong verbal and written communication, sound judgment and decision making in order to prompt repayment and recovery of defaulted student

loan dollars. The position requires a bachelor's degree and Spanish language skills are desirable. The position is listed at [www.statesmanjobs.com](http://www.statesmanjobs.com)

Zukor Entertainment, Inc. is seeking an International Public Relations Intern in Austin, Texas to assist in developing and implementing an international PR plan for a low-budget feature film. Write press releases, develop press relations and follow-up with the press (writers, editors, etc.). Conduct both traditional and online PR. For more on the film go to: [www.nopainnogainmovie.com](http://www.nopainnogainmovie.com). PR understanding required and some experience helpful. Must be current UT student willing to commit to at least six months of support. Send email with resume and cover letter explaining why you want this job to Samuel Turcotte at [info@zukor.com](mailto:info@zukor.com)

Equis Corporation is seeking Corporate Communications Interns. Equis is looking for non-paid interns throughout the year in Austin and/or 33 locations throughout the world. The hours are flexible based on the student's schedule, and the work is tailored to a student's interests and capabilities. The internships are hands-on and designed to give students a great deal of varied experience. Areas of responsibilities can include marketing, research, sales, finance, public relations, advertising, computer work and customer interaction. Students can use this internship for credit. Students will also have access to a free fitness facility. Equis is the largest commercial real estate company; clients include SBC, DaimlerChrysler, Dell, Citigroup, Dow, Bayer, GlaxoSmithKlein and thousands of small and medium firms worldwide. For further information on the company, view the web site at [equiscorp.com](http://equiscorp.com). Please email your resume to [Zimmerman@equiscorp.com](mailto:Zimmerman@equiscorp.com)

## INTERNATIONAL

*Please note: Most entry-level international jobs will be obtained through third-party organizations or agencies. Always review their material*

*thoroughly before applying or sending a fee. Tip for seeking international/language jobs: When searching job lists, type the language you speak in the keyword section. For instance, type "French" in the keyword section to bring up all jobs which require/prefer French-speaking skills.*

Obtain work permit for short-term employment in Australia, New Zealand, Canada, France, Ireland and Germany. <http://www.ciee.org/>

Obtain work permit for short-term employment in Great Britain & Ireland. <http://www.bunac.org/USA/>

Aquent, a global consulting firm, has a web design opening in Barcelona, Spain. Must be fluent in Spanish. <http://marcom.aquent.com/Careers/Index.html>

Spherion, a recruiting & staffing firm, needs bilingual (French/English) customer service/tech support staff for ACER corporation in Temple, TX: <http://www.spherion.com/corporate/careercenter/home.jsp>

Monster.com lists numerous bilingual opportunities in Austin. More info at <http://jobsearch.monster.com/> Enter the language you speak and specify Austin, TX in the search engine.

Banco Popular in Houston needs tellers, mortgage underwriter, and sales/service bankers who are bilingual English/Spanish. <http://www.bancopopular.com> Click on careers.

**Disclaimer:** Please note that job listings are presented as a service to our readers. We cannot guarantee the validity or accuracy of the job information posted. It is the job seeker's responsibility to independently review all organizations, contracts, and job offers. Most entry-level international jobs will be obtained through third-party organizations or agencies. Always review their material thoroughly and check with the Better Business Bureau before applying or sending a fee. Two excellent websites on researching an organization and employment scams are [http://quintcareers.com/researching\\_companies.html](http://quintcareers.com/researching_companies.html) and <http://www.rileyguide.com/prepare.html>.