

Career Wizards Share Career Development Advice with Students!

Fall 2013

SUNY Orange's very own career wizards were on campus during I-Connect week in early September handing out information on how the Office of Career & Internship Services can be of assistance to students by providing:

- Career assessments and guidance for undeclared students and Liberal Arts majors
- Career resources to help with students' professional development
- Assistance exploring career options with internship and volunteer positions
- Help with looking for work

The wizards emphasized the importance of completing an internship to help acquire valuable work skills. They explained how joining a club or civic organization can demonstrate critical leadership skills; how surrounding oneself with positive, optimistic, and successful people can help you achieve your goals; and how the creation of a personal brand can be a marketing tool for each of us. These were just a few of the suggestions shared with students.

Visit the Office of Career & Internship Services to receive your very own list of career advice.



SUNY Orange Career Services Team



SUNY Orange
Office of Career and Internship Services

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(845) 341-4444

Middletown Campus
George F. Shepard Student Center
Room #227

Monday through Friday:
8:30 a.m. to 5 p.m.
call for evening appointments

Newburgh Campus
Please call for hours

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Effective Interpersonal Skills

a must for Successful Employment

Among the top five competencies employers seek in college graduates, according to the 2013 NACE employer survey, are interpersonal skills. Interpersonal skills are defined as life skills we use every day to communicate and interact with others. This includes body language such as behaviors and posture, the knack for listening and understanding, and the ability to communicate with a constructive and respectful tone of voice. These are critical skills which make a favorable impression, build trust and respect.

People with great interpersonal skills show an upbeat attitude and cheerful outlook, they are positive people who others enjoy being around. They demonstrate a caring demeanor and show appreciation for others' efforts. They are considerate and compassionate and are interested in the opinion of their colleagues and peers. These individuals can empathize with others in their professional and social circles and are able to promote a feeling of togetherness, creating a friendly and cooperative environment devoid of gossip and rumors. People with great interpersonal skills are good listeners and great communicators. They tend to think before they speak and are genuinely interested in what others have to say. These individuals have a knack for settling disputes and reducing conflict, often using humor to lower barriers and increasing cooperation. They do not whine.

How well developed are your interpersonal skills? Are there areas you need to work on? Take an honest look at how you interact with the people around you. If you fall short on any of the aforementioned skills, make a concerted effort to work on those areas. Being human means to continually learn, grow, and improve. But you can't do so until you take an honest inventory of your interpersonal skills and then consciously tackle them one at a time. If you do so, you will be better for it and your relationships will improve.



Internship offers insight into the political process

Newburgh Mayor Judith Kennedy contacted the Office of Career & Internship Services last spring looking for an intern interested in local government, politics, and the legislative process. She was looking for someone who could help her coordinate her day-to-day schedule and manage her business cards and many contacts by building an Access database and creating an Excel spreadsheet for data analysis projects. In addition, she needed the intern to create flyers and invitations to meetings and events. The student would be given the opportunity to attend meetings with constituent

groups, community and faith based organizations, where they would learn first-hand about the internal workings of municipal government.

Betty Lewis, Criminal Justice student at the Newburgh campus and life-long resident of the city interviewed for the internship and was selected by the mayor. Betty's internship began in April and has since then turned into two part-time positions working for both the Mayor's Office and for the Planning and Development Office. Betty reports that the internship has given her insight into the political process and has added to her knowledge of what takes place behind the scenes. This new perspective has increased her empathy and understanding of the many challenges elected officials experience on a day-to-day basis as they strive to bridge the gap between members of the community and various governmental entities. The Criminal Justice Program at SUNY Orange emphasizes the importance of community linkages and relationship

building. Betty's internship has allowed her to see field implementation of academic theory. Betty says that her experience has inspired and encouraged her to get involved with community groups to help improve the city for all residents.

Betty feels that communication skills and professionalism are critical to working in municipal offices. Mayor Kennedy adds that organizational skills, computer skills, and an excellent work ethic are essential to professional success. She goes on to say that students must be willing to listen and learn and be open to suggestions and guidance.

Employers want to hire people with experience and for new graduates that is always a challenge. Internships offer students the opportunity to gain the hands-on experience they otherwise lack. Both Betty Lewis and Mayor Kennedy encourage all students to complete an internship in their chosen field as early and as often as possible.

If you are interested in an internship, please call Angela Colonna, Internship Placement Specialist at 845-341-4408.



Mayor Judith Kennedy and internship student Betty Lewis

Featured Employer:

MEDIACOM

Driving from Middletown to Harriman on Route 17 East one can't help but notice a new, modern looking complex sitting high above the highway overlooking the valley below. This 110,000 square foot building is the new headquarters for Mediacom, the eighth largest cable operator in the nation, which provides a wide array of broadband products and services, including digital television, video-on-demand, high speed internet access and phone service.

Mediacom has undergone an incredible transformation since its inception in 1995, when Rocco Commisso, its founder and current sole owner, started the business in the basement of his home. The enormous office building, which sits high above the town of Blooming Grove, has little in common with its humble beginnings. The new facility offers an array of amenities for its employees. Everything from the free gym to the company subsidized Italian Café and its huge dining patio with piped in music and barbeque facilities reflect Mr. Commisso's commitment to his employees.

According to Nicole Parisi, Human Resources Supervisor, Mediacom seeks employees who are dependable and who are computer literate with knowledge of the MS Office suite and

Oracle software. "Prospective employees should possess good communication skills and be eager to learn the industry." They are seeking qualified employees who are willing to learn and contribute to today's growth in the technology field. Several of SUNY Orange's recent graduates have been employed by Mediacom in various fields. Some of those students are graduates of the Computer Science, Cyber Security and Engineering programs. The majority of the jobs at Mediacom are full time, 8:00AM – 5:00PM, positions. The company offers excellent health care benefits. There are currently 300 people employed in this corporate facility. Since June 2013 Mediacom has added 50 full time positions and is currently continuing its outreach efforts to employ additional staff.

Mediacom is committed to education, providing its employees with an educational reimbursement plan. In addition, the company offers summer internships to students in fields such as accounting, legal, engineering, and technology. Successful internship candidates are enrolled in a four year baccalaureate program.

Mediacom is looking for energetic, trustworthy, and smart employees who want to contribute and grow with the company.



Important Advice from your Career Services Team

Be prepared for job interviews

When you go on a job interview be prepared to answer the question: why do you want to work for us? Do your research and be able to articulate what it is about the company and about the job that made you apply for the position in the first place. Contact the Career Services Office and sign up for a mock interview

Petra Wege-Beers
Director

Internships provide a foundation

First impressions are very important during an interview. Why not let an internship assist you in setting the foundation for a successful career by providing you with work experience in your field of concentration. Call the Career & Internship Department TODAY and let us help you!

Angela Colonna
Internship Placement Specialist

Research before you switch

Don't switch career paths without first thoroughly researching all the possibilities, including careers you may have never thought of. By researching careers you have never considered or been exposed to, you may find the career of your dreams. Network, research career and job profiles, and meet with Career Services staff. The more information you have, the more successful you will be.

Dorian Tondo
Program Assistant

The only bad question is no question So...do you have any questions?

On a job interview the worst answer you can give is "no." The best is to have several well thought-out, well-prepared and really interesting questions that you may have come up with from looking at the company's website, or from Googling the company or people within the company. Also, never ask a question that you could have gotten the answer to by looking at their website.

Don Green
Assistant Director



Workshops

The Career Services staff is pleased to offer the following workshops...

Fall Semester Workshops

- Networking for Career Success
- Professional networking online with LinkedIn

Spring Semester Workshops

- Resume Writing and Cover Letters
 - Interviewing Techniques
 - Salary Negotiations
- Getting Ready for the Job Fair

All workshops will be held on both the Middletown and Newburgh campuses.

*For more information on dates,
or to register, please visit our web site*

www.sunyorange.edu/careers

or call

(845) 341-4444

Employers meet with SUNY Orange students during November speed networking event



CONGRATULATIONS...

Congratulations to the four winners of our Career Wizards on campus gift cards. The winners are

Katherine Scheuering, Eric Hollis,
Michael Mazza, and Jacqueline Gutierrez.

CAREER BLUNDERS

Never stop networking!

People think of networking as something you do when looking for a job or trying to get something. Once they land a job, they stop networking. This is a mistake. The best networking occurs

when people don't need anything. This is when genuine relationships are formed and people really learn how to help one another – the best networking is beneficial to all parties. You don't want to be known as the person who reaches out only when you need something – it may dissuade contacts from advocating for you.

ANNUAL JOB FAIR 2014

Thursday, April 10

1 p.m. to 5 p.m.

Middletown Campus
Physical Education Building
East Conkling Avenue, Middletown, NY

For more information regarding the Job Fair,
please call us (845) 341-4444 or check our website at
www.sunyorange.edu/careers/jobfair.shtml