

The Career Portal

A NEWSLETTER SUPPORTING THE CAREER DEVELOPMENT OF SUNY ORANGE STUDENTS

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Spring 2010

WELCOME | FEEDBACK WANTED

Welcome to the first issue of our e-newsletter, *The Career Portal*, a publication supporting the career development of SUNY Orange students.

Here you will find news about the career successes of your fellow classmates and alumni, as well as suggestions and ideas of how you can best prepare yourself for the world-of-work.

In each issue we will feature a variety of employers and ask them what career advice they would like to pass on to our students. Periodically we will highlight specific careers and explain what career paths lead to these professions. Finally, we will leave you with a Schedule of Events, outlining our upcoming career workshops, career activities and employer happenings.

We look forward to your feedback and invite you to stop by our office to let us know how you like our e-newsletter.

Best Regards,

Your Career Services Team



SUNY Orange Office of Career and Internship Services

www.sunyorange.edu/careers
careers@sunyorange.edu
(845) 341-4444

Middletown: Room #227
George F. Shepard Student Center
Monday, Tuesday, Thursday, Friday:
8:30 a.m.-5 p.m.;
Wednesday: 8:30 a.m.-7:30 p.m.

Newburgh: Please call for hours

JOB SEARCH STRATEGIES— THE CAREER CENTER— YOUR BEST RESOURCE

Kavon McMillan graduated from the Physical Therapy Assistant Program in May 2007.



KAVON McMILLAN VISITS CAREER SERVICES FOR RESUME ADVICE

He stopped by the Office of Career & Internship Services seeking help with his resumé. After a few meetings with one of our career development specialists, he developed a resumé that was visually appealing

and featured his skills and abilities in a most positive light. Eager to begin his job search, he registered with our online job bank which is available 24/7 from any computer with internet access. Just a short time later, Kavon obtained his first physical therapy assistant position at Nyack Manor Nursing

Home where he worked under the supervision of a physical therapist providing services to the nursing home residents. Since then, Kavon obtained a second professional job with the help of our job bank, working at Orthopedic Associates in Dutchess County. He was able to work at each of the jobs for 6 months; the maximum allowable period as a limited permittee in NY state.

So where did Kavon turn once he passed the National Physical Therapy Exam for PTA's? The Office of Career & Internship Services! And we were happy to welcome Kavon back, this time as an alumni. Together, we updated his resumé and posted it to the online job bank where employers can now search our database and contact students directly. Kavon is hopeful that he will once again find employment as a physical therapist assistant thanks to the resources of the Office of Career & Internship Services.



ASHLEY WILSON
MEDICAL OFFICE INTERN

SUNY Orange Office Technology student credits internship for career success

"I WOULD RECOMMEND EVERYONE INTERN BEFORE THEY GO OUT INTO THE WORKFORCE."

Ashley Wilson graduated from the Office Technology Program in May 2009 and obtained employment as a

claims processor at Blue Cross Blue Shield shortly after graduation. Ashley, who completed an internship at the Middletown Community Health Center in Pine Bush, writes that her internship experience was instrumental in preparing her for her first professional education-related position. Ashley states that the internship offered her the opportunity to experience first-hand what it means to work in an office setting and to work as a member of a team. She learned how to work independently, how to be a self-starter, and how to multi-task.

In order to secure her internship, Ashley had to interview with three people which she says was intimidating, but it prepared her

for her interview at Blue Cross Blue Shield. It taught her how to present herself and "how to keep the interview flowing well." When asked about her internship class, Ashley goes on to say that it was also very helpful. It provided guidance for proper professional communication and helped the students complete a portfolio, which Ashley says seemed to impress her interviewer.

In closing, Ashley has the following advice for her fellow SUNY Orange students: "I would recommend everyone intern before they go out into the workforce. It taught me a lot and made the transition from school to work a lot easier because I knew what I was getting myself into, and I could go in and work with confidence."

To find out more about internship opportunities, stop by the Office of Career & Internship Services in room #227 at the George Shepard Student Center.

Featured Employer: CRYSTAL RUN HEALTHCARE



During the past 15 years no other organization in the county has grown as quickly and expansively as Crystal Run Healthcare, which to date employs over 1,100 people. It is among one of the fastest growing medical practices in the nation, with over 30 medical specialties at 11 different locations. In May 1996 the multi-specialty physician's practice had nine physicians; now over 200 physicians are employed by Crystal Run Healthcare. Most recently the Practice opened speech, audio, physical therapy and occupational therapy departments, and while many employers are cutting their workforce, Crystal Run Healthcare has been busy recruiting new staff. During the summer, two of SUNY Orange's May 2009 graduates were hired for the new physical therapy department. Kenneth Campisi is working as a Physical Therapist Assistant and Laura Ortiz was hired to work as a Patient Services Representative at the front desk. By January 2010 the Practice is looking to open its first Ambulatory Surgery Center, a joint venture with ORMC.



LAURA ORTIZ AND KENNETH CAMPISI,
FORMER SUNY ORANGE STUDENTS
WORKING AT CRYSTAL RUN
HEALTHCARE, AUGUST 2009

Both clinical and non-clinical employment opportunities abound at Crystal Run Healthcare. Vacancies are first posted internally, demonstrating the organization's commitment to their current workforce. All employee candidates must interview with a human resource representative and with the department head.

During the interview, recruiters look for candidates who demonstrate compassion, sensitivity for patients' needs, and strong customer service skills. Persons who can adapt to different situations, who demonstrate the ability to remain flexible, and who are not rigid in their outlook match the employee skill sets valued by the organization. All employee candidates are expected to be computer literate and have a working knowledge of the Windows environment. Reference checks, criminal background checks and licensure verification are routine pre-employment requirements.

Recent college graduates will be considered for employment at Crystal Run Healthcare as long as they can demonstrate a successful employment history and/or successful completion of a training program. Recruiters are on the lookout for employee candidates who demonstrate a level of commitment and dependability through steady employment with the same employer.

Mary DeFreitas, Chief Human Resources Officer, recommends that students interested in a career in the healthcare industry should investigate the many and varied career opportunities available. How many of us have heard of a Cytotechnologist or a Biomedical Engineer or a Business Intelligence Analyst? Yet these workers are all employed by the healthcare industry.

To find more careers visit
www.explorehealthcareers.org.

CAREER ADVICE FROM YOUR CAREER SERVICES TEAM:

Join a club, do volunteer work, become a member of a civic organization

You'll be able to acquire valuable skills, develop your professional network, contribute positively to your community, and at the same time enhance your employability.

Petra Wege-Beers, Director

Be true to yourself

Pursue a career that YOU would love to do in life. It is important to know yourself as well as your values, skills, and abilities in order to find your dream job.

*Brenda Capuano,
Internship Developer and
Associate Professor of Business*

Be proactive in your career preparation

The best advice you can utilize as a college student is to be proactive in your career preparation. Introduce yourself to the Office of Career and Internship Services to discover how the office can guide you and to discover what internship opportunities are available to you as a student. While you are there, sign up with the on-line job bank to discover the types of employment available in the region. Attend workshops on campus for resume and cover letter writing, interviewing tips, and networking strategies. Finally, attend the annual Job Fair on campus to learn how to speak with employers.

*Linda Newman,
Career Development Specialist*

Make your resume mistake proof
Proofread your resume several times (more is better). Having a parent/friend proofread it, too, is a good idea. One of the best ways to proof for spelling errors is to read your text from right to left.

Irma O'Dowd, Clerk II

Upcoming Events

Annual Job Fair 2010

Thursday, April 15

1 p.m. to 5 p.m.

Physical Education Building

East Conkling Avenue, Middletown, NY.

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

SUNY Orange Health & Wellness Fair

Wednesday, April 7

10 a.m. to 2 p.m.

George F. Shepard Student Center
South Street, Middletown, NY

Stop by and visit us at the Health & Wellness Fair!

CAREER BLUNDERS

One candidate asked his possible future employer during an interview if he could take a smoke break.

Our advice: Don't even smoke *prior* to the interview. Some people (including interviewers) are sensitive to smoke.

Career Workshops

Career workshops are available for your job search at both Middletown and Newburgh.

They are as follows:

“Writing Winning Resumes”

Tues., February 16 – Newburgh

Thurs., February 18 – Middletown

“Business Etiquette – How To Make A Good Impression”

Tues., March 16 – Newburgh

Thurs., March 18 – Middletown

“The Art of Interviewing”

Tues., March 30 – Newburgh

Thurs., April 1 – Middletown

“Getting Ready For The Job Fair”

Tues., April 6 – Newburgh

Thurs., April 8 – Middletown

All Career Workshops are held at 11 a.m. and are open to all students, alumni, and community members at no charge.

For detailed information on the above workshops, please contact us at (845) 341-4444 or check our website at: www.sunyorange.edu/careers/workshops.shtml.