
School of Environment and Natural Resources

Career Development Newsletter

November 6, 2016

It's not just about the tasks, it's about the value you bring...



My calendar is pretty full these days with reviewing resumes as students all seem to be heeding our advice about being prepared for internship season or graduation into the "real world". Student resumes vs. graduating senior resumes do look different, so whatever your intended purpose and target, be sure you have your document reviewed by a career professional in your industry before you submit. Our services are free and our connections to the hiring officials for this area are a valuable

resource as you build your documents.

- *Filing, organizing and other office duties*

When it comes to writing your resume and sharing information about what you've done at previous jobs, sometimes the actual tasks you performed are not necessarily as important as being able to translate that into sharing the value that you brought to the job.

Filing, organizing and other job duties isn't the strongest bullet point you could use on your resume. What an employer wants to know is how you problem solve. How you communicate. How professional you are on the job and your work ethic. If we were to rewrite the above bullet point to encompass those things, it might instead read:

- Anticipated the needs of the office and kept records and files neatly organized and accessible for staff
- Supported staff while serving as a front line receptionist to direct and answer public inquiries in a professional and courteous manner, seeking answers and solutions.

Those two points tells an employer that you actively sought out the needs of the office and worked to meet those needs as a valuable team player. It says that you have a strong ability to communicate to the public and be professional. It says more accurately what you accomplished, what value you brought to the company and what your abilities are vs. "filing, organizing and other office duties". Don't confuse this with adding "fluff" as I call it, meaning, don't just use flowery words to make what you did sound better. Just be sure you are accurately talking about how you contributed rather than just naming tasks. If you flipped hamburgers at

McDonalds, talk about how you contributed to the efficiency of getting orders out and doing it right the first time by paying attention to the details and special requests of customers.

If you have questions about how this translates to your own resume, seek out our walk-in resume reviews on Fridays from 10a - 4pm or make an appointment to see us. Details on how to that are below.

HOT JOBS

Looking for a job in **Environmental Education**? Check out the [job postings](#) on the North American Association for Environmental Education.

Students in the ENR 2191 and 4191 Professional Practice / internship credit courses have completed their poster presentations last week. You can **view their posters** now until Thanksgiving break on the 2nd floor near the lounge. They are displayed so that you can read more about their experiences, how they found their positions, and their advice for you as an internship seeker. Be sure to check them out.

Spend the summer with the [Alaska Sea Life Center](#). Check out their [fellowships](#) and other summer opportunities. If you have questions, contact ENR alumnus Jeff Dillon who is the Education Coordinator and would love to see some Buckeyes apply!

[Keep an eye here](#) for deadlines to apply for internships and fellowships with the Environmental Defense Fund.

The [National Council for Science and the Environment](#) keeps an updated internship listing page you will want to bookmark.

[Ceres](#) is a non-profit working to help build a healthy global economy while working to adopt sustainable business practices. They maintain a [listing of job opportunities](#) for graduates and internship listings.

11/7/2016

Title: Sustainability Intern

Details:

Department: Athletics, Business Advancement, Business and Finance
Hours: 15+ weekly during the academic term, 30+ weekly during summer term
Location: E114 Fawcett Center
Pay: \$8.50-9.50 per hour, based on experience
Openings: 1
Start Date: January 9th 2017

Description:

The Sustainability Intern reports to the Sustainability Coordinator for Athletics, Business Advancement, and Business and Finance. The focus of this position is to assist with data collection and project implementation that will move departments toward the University [Sustainability Goals](#).

Assist with the following tasks:

- 50% Conduct cost benefit analysis on both assigned and self-identified projects, working professionally with both internal and external stakeholders.
- 25% Assist with materials management infrastructure audits, updates, and zero waste events.
- 10% Research best practices for sustainability at universities and other relevant settings.
- 5% Develop and provide training for staff, clients, guests, students, and visitors as needed.
- 10% Other administrative tasks as assigned.
- Dress Code: Business Casual.

Desired Qualifications:

- Enrolled full-time at The Ohio State University at least two (2) semesters per year, in good academic standing (at least a 2.0 GPA) in a related major or field.
- Students requiring ENR 4191 are encouraged to apply.
- Interest in sustainability demonstrated by area of study, participation in student organizations, community service or other similar activities.
- Experience coordinating, organizing, and implementing projects, programs and events.
- Strong personal organizational skills with ability to handle multiple tasks in a team environment and to work independently and be detail oriented.
- Experience in using computers; knowledge of Microsoft Office suite (Word, Power Point, and Excel); experience with internet use; ability to learn new software packages.

Sustainability Internship

School of Environment and Natural Resources, Natural Resources Management graduate, Graham Oberly, is the Sustainability Coordinator for the Office of Business Advancement, Athletics and Business and Finance for the university. Graham and his team have worked out a great internship opportunity. This paid internship also aligns perfectly with ENR 2191 and 4191 for students who are interested in academic credit for work experience.

Applicants may send a cover letter and resume to Graham at oberly.7@osu.edu by 11-16- 2016 at 5:00PM.

11/7/2016

- Excellent written and oral communication skills and ability to use various modern media tools.
- Experience using problem-solving skills and ability to remain calm and professional under pressure.

Application Instructions:

Provide a resume and cover letter to:

Email: oberly.7@osu.edu

Deadline to apply: November 16th 2016 at 5:00PM

Forestry and Wildlife Seasonal Positions in Alaska



****Outreach Notice****

**Tongass National Forest
Ketchikan-Misty Fiord Ranger District
Ketchikan, Alaska**

**Forestry Technician (Timber Sale Preparation)
Temporary Seasonal
GS-0482-4 and 5**

The Ketchikan-Misty Fiord Ranger District, Tongass National Forest is currently recruiting for several temporary Forestry Technician (GS-0482-4/GS-0482-5) positions for the 2017 field season. These positions will provide unique opportunities for career development and enhancement with on the job training in the field of forestry while working in one of the most dynamic regions of the United States.

Work assignments include assisting District Foresters with timber sale unit preparation, logging road design, and timber volume estimation. Selected applicants will utilize forest mensuration equipment, GPS technology, and analytical software programs to determine logging systems feasibility, develop unit boundaries, and cruise timber. Applicants must be physically able to hike through rugged and uneven terrain for extended periods of time and work in prolonged periods of adverse weather conditions common to Southeast Alaska on a daily basis.

During the field season, the timber sale preparation crew often works from various remote field camps and/or floating barge camps with travel to and from the field via boat, float plane or helicopter. The field season typically begins early to mid-April and extend into November (weather permitting). Appointment length and start/end dates are flexible. Work schedules will allow for opportunity to recreate in some of the most incredible country in Southeast Alaska during time off. Housing is available on a first come basis.

Working in southeast Alaska is an experience like none other. For information about how to apply and when our announcement will be available on usajobs.gov and/or if you would like to learn more about this opportunity on the Tongass National Forest please contact Brook Martin, Supervisory Forester, at (907) 228-4119 or at brockmartin@fs.fed.us. I look forward to hearing from you.

The United States Department of Agriculture (USDA) Forest Service is an Equal Opportunity Employer and Provider

The US Forest Service has begun announcing their 2017 seasonal positions. Be sure to find more on HireaBuckeye as well as the [US Forest Service website](#).

Doris Duke Conservation Scholars Program at the University of Michigan

An exciting new program has opened at the University of Michigan--the Doris Duke Conservation Scholars Program (DDCSP UM). DDCSP UM is a two-year research and internship opportunity for bright, curious undergraduate students interested in conservation, nature, and the environment. The program is aimed at bringing more undergraduates currently underrepresented in the environmental field into the

conservation arena. In addition to a \$4,250 stipend, accepted students will also receive room and board and travel expenses to and from Ann Arbor, Michigan each summer. Please note that the application deadline is February 8, 2017. The program dates are June 4-July 29, 2017. Detailed program information and application are available [on our website](#).

Grow Your Network and Knowledge

LinkedIn Workshop and Networking event

Wednesday, November 9th 5:30pm Kottman Hall 244

My favorite thing about LinkedIn is that it's not just a place to to share the facts of your resume, but a platform to share your story. Join us for [this workshop](#) offered for both alumni and current students to learn how to make the most of your LinkedIn account. You'll hear from a few HR professionals who will share how they use

LinkedIn for their hiring and evaluation process.

Water Management Association of Ohio - Careers in Water Resources

The Water Management Association of Ohio (WMAO) invite you to participate as a guest at Careers in Water Resources. This event, in conjunction with the WMAO 45th Annual Conference, will be held on November 9, 2016 at the Crown Plaza Hotel, 6500 Doubletree Ave., Worthington / Columbus, at 3:00 p.m., followed by a hors d'oeuvre reception and academic poster session from 5:00 – 6:00 p.m.

Diverse careers in water resource management will continue to be in high demand. At Careers in Water Resources, we will explore the water profession through dialog with sector representatives: private companies (environmental consulting and engineering firms), academia, Non-Governmental Organizations (NGOs) such as nonprofit environmental groups, as well as local, state and federal governments. Professionals from each of these segments of the water industry will be available to provide insight and answer questions related to their field of operation and how best to position yourself to join their ranks as a water professional.

The theme of this year's conference is "Voices for Water." We welcome you to just attend the networking from 3:00 until 6:00, or register for the full day as a student conference attendee for only \$35. Additional information about the conference and registration can be viewed at: www.wmao.org.

If you wish to attend this valuable networking event, please contact Dana Oleskiewicz, WMAO Administrative Director, at oleskiewicz@windstream.net or 330-466-5631 with your name and contact information. She will send you additional details on how to participate. See on November 9th!

ENR Career Calendar

Do you have your calendar marked with all of our great career development events for the year? If not, [add our calendar events](#) to your reminders today!

Walk-In Hours

Every Friday, from 10a – 4pm, the ENR and CFAES Career Development team offers walk-ins for quick questions and resume reviews. Trish and Mary McLaughlin will be available. Check in at 210 Kottman Hall.

Scheduling Appointments

Students can schedule an appointment with Trish by calling 614-292-2265.



EEDS students have the added bonus of having Mary McLaughlin, Career Development Coordinator in CFAES as lead career advisor for the EEDS major. Mary is located in 100 Ag Admin. You can schedule appointments with her by calling 614-292-2265 or reaching her by email at mclaughlin.154@osu.edu

Don't hesitate to [contact us](#) if you have questions.



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