

APPENDIX D: CAREER SERVICES OFFICE ACTIVITIES: 2000 – 2006

The Career Services Office of the School of Information continually strives to supplement the academic experience of students with programs that prepare them for entering the professional environment, assist with opportunities to develop the skills and experience needed by employers within the various LIS fields, and support the overall mission, goals, and objectives of the School of Information. The Career Services Office programs have resulted in a transition from traditional “placement” services into a series of programs designed to fully integrate students into their career field upon graduation. [Standards IV.1, IV.2, IV.4]

Among the programs and services provided by the Career Services Office are:

1. Visiting expert speakers
2. Alumni Speakers Series
3. Campus recruiting visit coordination
4. Career Services Office supported career fairs
5. Special programs with the University of Texas Libraries
6. Coordination and special assistance for unique programs
7. School of Information and Graduate School Student workshops
8. Job resource for student and professional jobs
9. Career Services Office on the Web

1. VISITING EXPERT SPEAKERS

To inject information directly from experts in the field, the Career Services Office provides programs featuring a variety of speakers from the business world, government agencies, and various types of libraries. These speakers provide students valuable information about opportunities within the various LIS fields, about effective job search and application techniques, and about career planning.

1. Alice Dedinger	Human Resources Consultant	Resume & Interview Tips from an HR Professional
2. Peggy Meuller*	University of Texas Libraries	Interviewing from both Sides of the Desk
3. Claudia Chidester*	Austin Ventures	Competitive intelligence & business research opportunities
4. Todd Van Horne	GSD&M Advertising	Careers in marketing research
5. Susan Cisco*, Anne Marie Donovan*	Iron Mountain Records Management	Career opportunities in records management
6. Martin Alemán, Jr.	Austin Public Library	How to apply for public library jobs

7. Jo Ann Oliphant*	Joe Barnhart-Bee County Library	Management Skills in of Public Librarianship
8. Kent Hemingson	UT School of Management	UT Quality Mgmt Consortium
9. Mary Moore*	UT Health Science Center-San Antonio	Careers in medical librarianship
Debra Warner	UT Health Science Center-Harlingen	medical/health informatics
10. Turner HR Rep	Turner Entertainment Group	Career Opportunities in the entertainment business
11. Patrick Drew	Retired/iSchool Advisory Council	High Tech Employment process
12. Peggy Mueller* Dale Ricklefs* Julie Todaro* Jeanette C. Larson* Carlyn J. Gray Connie Cabezas	University of Texas Libraries Round Rock Public Library Austin Community College Austin Public Library Round Rock ISD St. Edward's Scarborough Library	Six Library Professionals on the Library Employment Process
13. Peggy Mueller* Dale Ricklefs* Julie Todaro* Toni Lambert Elizabeth Polk* Thomas Leonhardt	University of Texas Libraries Round Rock Public Library Austin Community College Austin Public Library Austin ISD St. Edward's Scarborough Library	Six Library Professionals on the Library Employment Process

*Alumni

2. ALUMNI SPEAKERS SERIES

Returning alumni can provide current students with valuable information about the career selection process, suggestions for relevant coursework, insight into the selection of part-time work experience. Additionally, they provide information about the hiring process from their own experience while looking for a job and now, as an employer, the hiring process for new employees as they now see it. Since 2000, alumni speakers have included:

1. Nicolle A. Skyiepal	Sandia National Laboratories	Career path development & Special Libraries
2. Cherie J. BonneCarrere	Baytown Sterling Public Library	Public library career
3. Amy Degner	Hoover's, Inc.	Business research career path
4. Julie L. Holcomb	Pearce Civil War Collection	Archives career
5. Steven J. Schang	USAA (now with Wachovia)	Web architecture/usability career
6. Nicholette A. Schneider	Syracuse University	Special collections library career
7. Hannah E. Sommers	Baker Botts LLP	Special librarianship
8. Steven M. Casburn	University of Houston-Downtown	Academic tech services career
9. Andy Switzky	SBC (now with Austin Energy)	Web architecture/usability career
10. Rachel Toungeate	Forte	Non-traditional career and developing and selling your skills
11. Susanne Markgren	Purchase College, SUNY	Academic library career
12. Thad Dickinson	Nestle Library, Cornell University	Academic library career
13. Mary Anne Huckman	Iron Mountain Consulting	Records management career
Anne Marie Donovan	Iron Mountain Consulting	
14. Liane Luckman	St. Edward's University	Academic library career
15. A.J. Johnson	University of Texas Libraries	Academic library career
16. Gabriel Rios	UT Health Science Center San Antonio	Medical library career

3. CAMPUS RECRUITING VISIT COORDINATION

The iSchool Career Services Office provides students with opportunities to interview for positions within the LIS career fields by coordinating recruiting visits by various employers. Additionally, most of the recruiters also hold information sessions with students and visit classes to talk about the kinds of opportunities their organizations provide and the skills and education required for selection into competitive, entry-level positions.

1. Rose-Marie Kennedy Contra Costa Library System

2. Sherry Grieb	Dallas Public Library
3. Letty Icolari	Denver Public Library
4. Marilyn Dunn	Radcliffe Institute, Harvard University
5. Elizabeth Briscoe-Wilson	Lincoln University
6. Patricia A. Little-Taylor	Lucent Technologies
7. Bill Nelson	Natrona County Public Library System
8. Karen D. Pate	Agency.com
9. Yvonne Chang	University of California Poly-Pomona
10. Sherry Grieb	Dallas Public Library
11. Margaret Bell	DRA
12. Casey Long	Georgia State University Library
13. Gilbert Crawford	Houston Public Library
14. Anna Horn	Houston Public Library
15. Thomas Eisenmann Program	North Carolina State U. Library Fellows
16. Laura Blessing Program	North Carolina State U. Library Fellows
17. Les Fries	New York Public Library
18. Rodney Phillips	New York Public Library
19. Anthony Ybarra	Library of Congress
20. Melissa Rogers	SIRSI
21. Al Clark	Los Angeles Public Library
22. Catherine Pepper Control	US Public Health Service Centers for Disease
23. Lynne Skinner	GCI Group
24. Sharon Anthony & Glenda Graves	Central Intelligence Agency Library Services

4. CAREER SERVICES OFFICE SUPPORTED CAREER FAIRS

Another method of providing students with information about job opportunities and with opportunities to apply for professional library and other related LIS positions is to sponsor job fairs. After initial job fairs conducted by the iSchool Career Services Office only, the Career Services Office partnered with other schools at The University of Texas at Austin to hold the Central Texas-wide Nonprofit & Public Sector Career Fair. LIS-specific organizations at the fairs have been:

a. [GSLIS/iSchool Mini Information/Job Fairs](#)

2001 Southwest Texas State University
Texas A&M University
Texas Christian University

Texas Tech University
 University of Houston
 The University of Texas at Austin

2002 Southwest Texas State University
 University of Mary Hardin Baylor
 University of Houston
 The University of Texas at Austin

2003 Baylor University
 Harris County Public Library
 Houston Public Library
 San Antonio Public Library

b. Partnership in UT Nonprofit & Public Sector Career Fair

2004 New York Public Library
 University of Texas Libraries

2005 Harris County Public Library
 King County Library System
 San Diego Public Library
 University of Nebraska-Lincoln Libraries

2006 Harris County Public Libraries
 King County Library System
 Sacramento Public Library Authority
 The New York Public Library

5. SPECIAL PROGRAMS WITH THE UNIVERSITY OF TEXAS LIBRARIES

The Career Services Office is deeply involved with the University of Texas Libraries in programs to develop real-world skills and knowledge needed as students graduate and enter their professional careers. The programs offered by the UT Libraries include a semester-long mentor program that matches students with professional librarians with similar career interests, a graduate research assistant (GRA) program that provides training and pay, and an information desk volunteer program that provides training and then matches a student with a professional reference librarian. Together, these programs provide a valuable extension to the academic experience by providing guidance and work experience that is invaluable to iSchool students.

a. University of Texas Libraries/School of Information Mentor Program

2000 - 12 Students
 2001 - 8 Students
 2002 - 5 Students
 2003 - 10 Students
 2004 - 0 (Illness of mentor program sponsor)
 2005 - 16 Students
 2006 – 10 Students

b. School of Information Student Employment in the UT Libraries:

Graduate Research Assistant Program 16 iSchool Students employed, Fall Semester 2006
 Part-time positions in Libraries: 14 iSchool Students employed, Fall Semester 2006
 Full-time positions in UT Libraries: 6 iSchool Student employed, Fall Semester 2006

c. UT Libraries Information Desk Volunteer Program for School of Information Students

PCL Information Desk Volunteer Program 84 Students since the Fall Semester 2000

6. COORDINATION AND SPECIAL ASSISTANCE FOR UNIQUE PROGRAMS

The Career Services Office provides additional support for students with a unique opportunity within the Federal government. In the last three years, four School of Information graduates have been accepted into the Presidential Management Fellows Program. To support the application process, the Career Services Office provides information sessions on the Federal application process and partners with the LBJ School of Public Affairs to provide additional training for students as they prepare for regional evaluations in the application process.

7. SCHOOL OF INFORMATION AND GRADUATE SCHOOL STUDENT GUIDANCE

The Career Services Office provides students individual guidance and counseling concerning the LIS fields via a variety of formats, including workshops, information sessions, and individual meetings. Subjects included in the workshops and information sessions are reflected below. Any student who requires general career

counseling is referred to the University of Texas Career Exploration Center where psychological testing and counseling are available from a highly qualified staff.

a. For iSchool Students

Introduction to Project Management 2003)	At least once per year (since
Résumés & Cover Letters	At least once per long semester
Interviewing & Thank You Letters	At least once per long semester
Interviewing at Placement Centers	At least once per year
Interviewing from both Sides of the Desk	At least once per year
Focusing on Your Future (Intro Class)	2000 – 2004
Presidential Management Fellows Info Session	Each fall semester since 2003

b. For Graduate School Students

Résumés and other Important “Stuff”	2005 - present
Communicating Your Value through Interviews	2005 – present

c. Student Office Visits*

2003 – 2004	402
2004 – 2005	277**
2005 – 2006	269**

* Tracking started in Fall 2003

** Career Services Office orientation no longer segment of INF 180J (Intro to Information Studies) class.

8. JOB RESOURCES FOR STUDENT AND PROFESSIONAL JOBS

To meet the changing needs of the LIS profession, students must have access to information that helps them plan their educational experience, develop relevant technical skills, and identify student job opportunities that support their career objectives. To assist students, the Career Services Office created the iSchool JobWeb, a Web-based resource for student and professional job announcements. It is used to illustrate the numerous opportunities within the LIS career field to prospective students, while providing a resource for students and graduates to locate job opportunities.

a. School of Information JobWeb, version 1

Structure:	Freeware (Discus discussion group software)
Access:	Students and alumni only, password access
Date activated:	August 16, 2000

Date deactivated: April 21, 2003
Positions posted: 17062 (approximately)

b. School of Information JobWeb, version 2

Structure: iSchool developed Web database
Access: Open access
Date activated: April 22, 2003
Positions posted: 17644 (as of 30 October 2006)

9. CAREER SERVICES OFFICE ON THE WEB

To further support students and graduates, the Career Services Office Website provides a valuable resource for locating information about career planning, creating résumés and cover letters, developing interviewing skills, locating job opportunities from a wide variety of resources, viewing the careers of iSchool alumni, downloading workshop materials, and other features to support career development. The Website is located at: <http://www.ischool.utexas.edu/careers/>.