



**Carleton College  
Career Center**  
**Annual Report  
2016-2017**

**The Mission of the  
Carleton College Career Center**  
To empower students and  
recent graduates to integrate  
and apply their liberal arts  
education toward succeeding in  
their career paths and living  
**a Meaningful  
Life**  
after Carleton.

**Carleton's Career Center is a hub  
of activities, programs, and  
resources designed to facilitate  
students' preparation for a  
successful life after Carleton.**

Our programs and services are carefully planned to engage students throughout their four years at Carleton, and beyond. We facilitate student learning through a process of experience and reflection, while providing access to networks of employers, alumni, and professional and graduate school programs.

In partnership with myriad on-campus partners—faculty, staff mentors, student leaders—and off-campus partners—alumni, parents, and employers—the Career Center is the central point in facilitating an ecosystem of career development that permeates campus and engages students throughout their Carleton experience.

## The Career Center Staff



**Kimberly Betz '91**  
Director



**Andrea Kubinski**  
Recruiting Program Coordinator



**Keri Asp**  
Program Director of Career  
Counseling



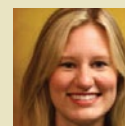
**Rachel Leatham**  
Program Director for Internships  
and Experiential Learning



**Gabriel Barela**  
Program Director for Student  
Engagement



**Brian Murphy**  
Program Director for Internships  
and Experiential Learning



**Ashley Belisle**  
Career Programs Specialist



**Sarah Rechtzigel**  
Assistant to the Director



**Laura Clemens**  
Associate Director



**Sarah Wolfe**  
Program Director for Alumni  
and Parent Engagement

## Our Approach

### Provide opportunities for career focus throughout students' four-year developmental process

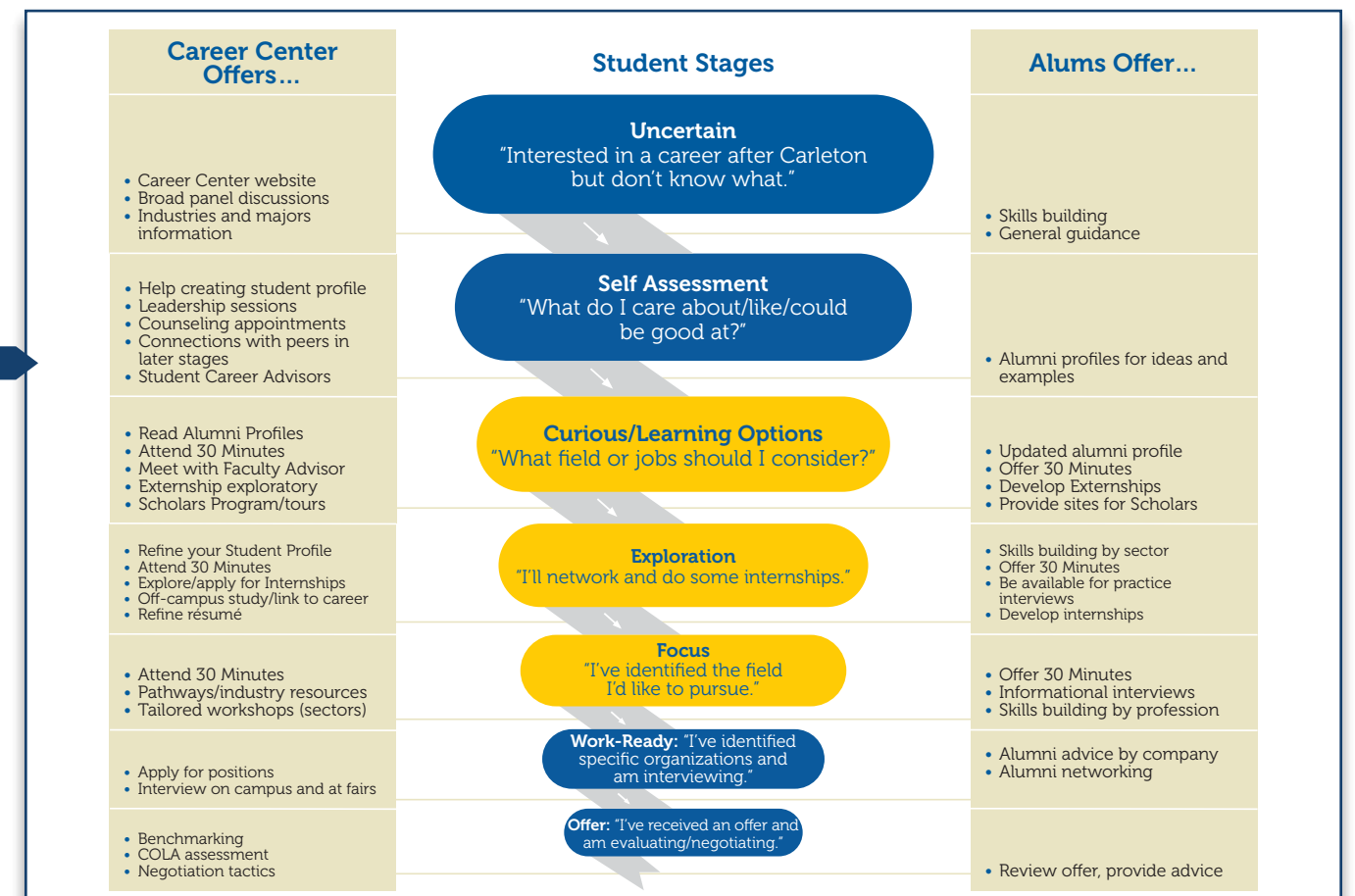
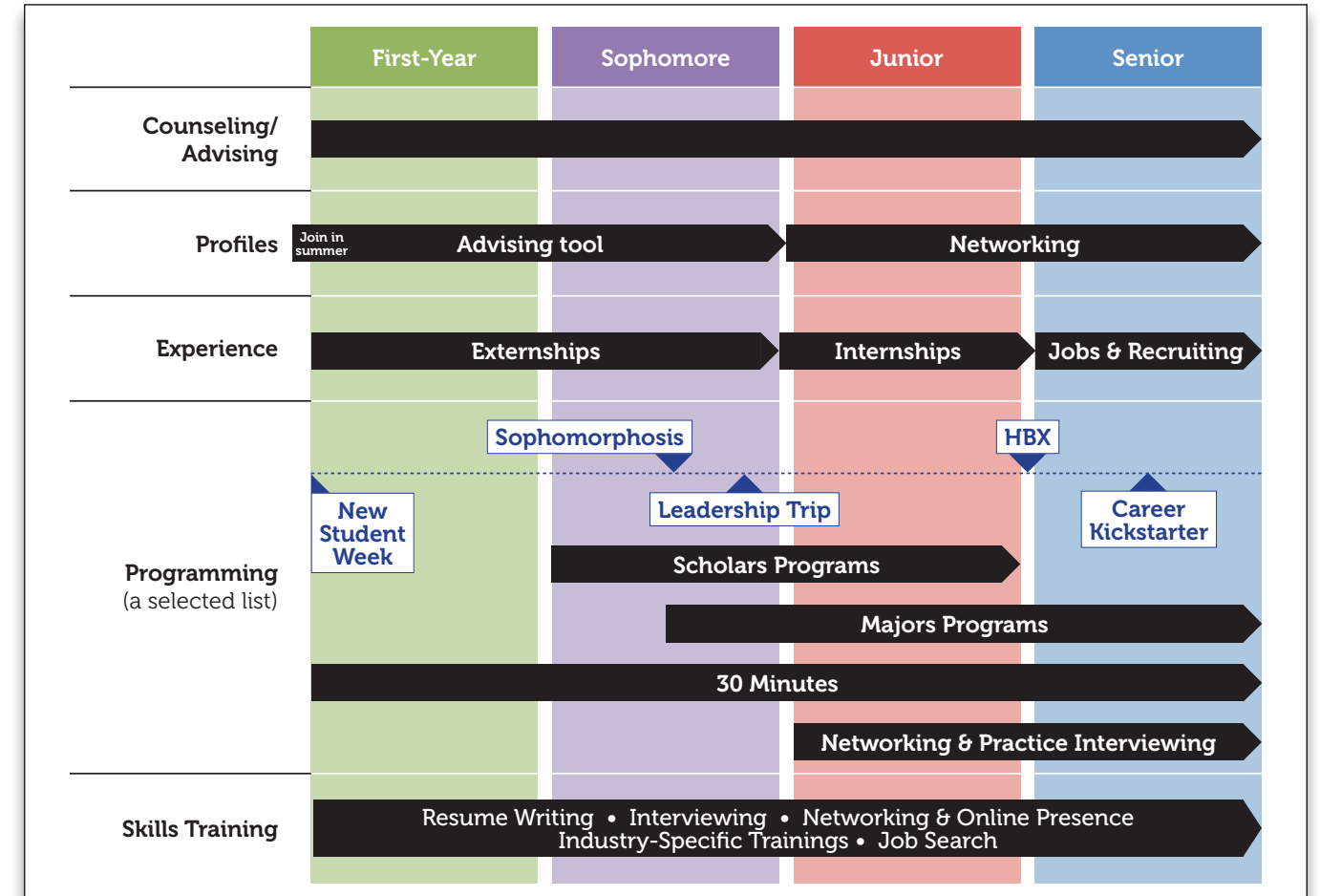
The Career Center engages students in career development beginning with New Student Week programming, and continuing through commencement and beyond.

As students work with the Career Center throughout their time at Carleton, they achieve a number of critical learning outcomes.

Students will:

- Learn a process of self-assessment, and begin to assess their interests, skills, and values;
- Learn about a wide variety of career fields and opportunities;
- Understand and be able to articulate transferable and work-related skills;
- Be able to market themselves to prospective employers;
- Gain meaningful career-related experience;
- Be proficient in job search resources;
- Know about graduate and professional degrees and programs;
- Gain access to a network of alumni, parents, and employment recruiters;
- Understand how to network effectively.

As students engage in this four-year developmental process, they also progress along a trajectory of sharpened focus and skills.



## Cohort-based Programs

The Career Center offers a number of cohort-based programs in which students can participate. We have designed these programs to meet the needs of students at many different developmental stages, and to give students opportunities to form cohesive groups and learn from each other, as well as from alumni, parent, and staff presenters. Signature cohort programs include: Scholars, Gettysburg Leadership Experience, Externships, Funded & Carleton Edge Internships, and Career Kickstarter, among others.

The Career Center also works with already established cohorts. One example is our work with student staff in the department of Presentation, Events, and Production Support (PEPS). Each PEPS student staff member participated in a two-term-long project of creating an e-portfolio to catalogue their skills and creations from PEPS work and coursework, and to receive developmental one-on-one feedback from a career counselor.

### Gettysburg Leadership Development

The Career Center facilitates leadership development for sophomores by sponsoring a three-day trip to Gettysburg Civil War battlefields with Jeff Appelquist '80. Appelquist teaches students to use the lessons of history to develop of their own leadership styles.

### Career Kickstarter

The Career Center provides a five-week course for seniors to focus on their career planning. The course is offered multiple times throughout the year. This course does not bear credit, but students are held accountable for weekly attendance, and the completion of several career development and job search assignments. Course topics include: self-assessment, resumes/cover letters, interviewing, networking, online presence, and the application process. Alumni-student networking events are also an integral part of the program, giving students the opportunity to hone their networking skills, as well as expand their own professional networks.



## Scholars

Scholars programs during spring break provide cohorts of students the opportunity to gain an inside perspective on selected industries. Students visit alumni and parent hosts at their places of work to participate in industry tours, workshops, and seminars. Pre-visit preparation and post-visit reflection are critical components of the Scholars program, and provide students a framework for contextualizing their experience.

During Spring Break 2017, the Career Center sponsored two

### Scholars programs,

one for students interested in exploring careers in communications, and one for students interested in tech careers. The programs started with several pre-trip meetings to prepare students to be successful in networking and presenting themselves to prospective employers. Students received feedback on resumes, cover letters, and online profiles, and practiced elevator pitches. They also attended a dining etiquette seminar, which provided tips for transitioning successfully from student to "star" employee (led by Lee Caraher '86).

**Communications Scholars** A full-day symposium immediately preceding industry visits was kicked off by a keynote presentation on the advertising industry (led by Alex Leikikh '95). During site visits, students engaged in case studies and problem solving. Site visits in the Twin Cities included: Weber Shandwick, Fusion Hill, Coffee House Press, Minnesota Philanthropy Partners, and Cargill.

**Tech Scholars** A full-day symposium immediately preceding industry visits was kicked off by a keynote presentation on career paths in tech (led by Sebastian Celis '03). During site visits, students got to see first-hand what a day in the life of a "techie" is like, and hear from alums about how they're leveraging their liberal arts education in the diverse world of tech. Site visits in the Bay Area included: Evernote, Facebook, Google, Vevo, and Cloudera.

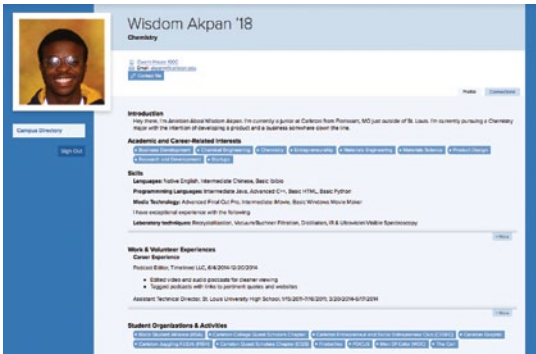


## Student and Alumni Profiles

Both students and alumni create profiles, available online to the Carleton community, which foster connection and exchange between students and alums. Student Profiles are a space for students to identify and articulate their transferable skills and areas of career interest, begin to build a professional online presence, and serve as a record of each student's skill development and internship, externship, and research participation.

Alumni Profiles allow alums to share with students their career paths, identify skills they use in their work, and give students advice on how to get started in various career fields.

Students are invited to connect personally to alums with profiles to ask more specific and personalized career-related questions.



## New Student Week

The Career Center provides a session on career development to the entire incoming class, as part of required New Student Week activities. The aim of this session is to introduce students to the concept of career development in a liberal arts context, and to invite students to become engaged with the Career Center early and stay engaged throughout their Carleton careers.

## Pathways

The Career Center partners with the Dean of the College's office to support further development of Carleton's innovative Pathways tool. This tool is useful for students throughout their four years at Carleton, as they explore career areas of interest. [go.carleton.edu/pathways](http://go.carleton.edu/pathways)

## HBX CORE, Pillars of Wall Street, and Grantwriting Basics

Again this year, the Career Center partnered with Harvard Business School's HBX CORE (Credential of Readiness) program. This partnership allows Carleton students to receive financial aid from Harvard to participate in this 11-week online program. Students take courses in Business Analytics, Economics for Managers, and Financial Accounting. In addition, we added a partnership with Pillars of Wall Street to provide sixteen hours of in-person training on campus covering financial statement analysis, valuation, and forecasting. The Career Center also sponsored a two-part workshop to teach students the fundamentals of grant writing for nonprofits.

## Sophomorphosis

The Career Center partners with several offices on campus to provide a week-long series of programs on topics critical to sophomores. These include selecting a major, applying for internships and externships, and the basics of resume writing and self-presentation.

**Externships** are "mini internships" students undertake, most frequently with alumni and parent hosts, during the December break. Most externships are 1-3 weeks in duration, and all of them are **created specifically for Carleton students.**

Carleton's Parents Advisory Council (PAC) and Careers Alumni Board have partnered with the Career Center to significantly expand this program. Thanks to their leadership, we were able to increase the number of students conducting externships to 215. That's up from just 42 students three years ago. PAC also hosted networking receptions for externs, alumni, and parents in New York, the Twin Cities, Washington D.C., and the Bay Area.

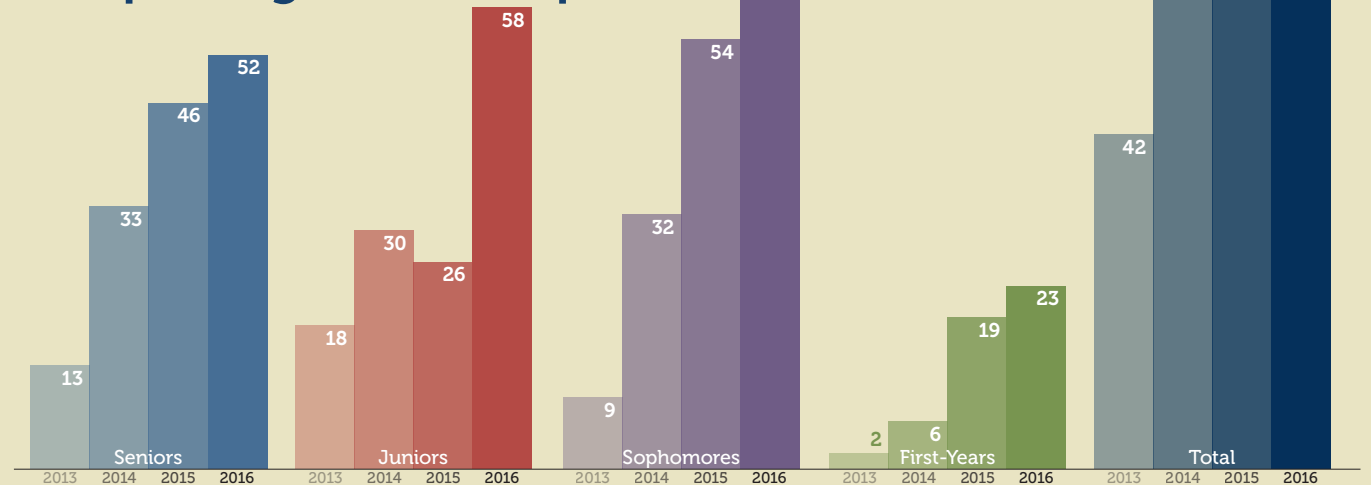
*"I did a lot of research, filing, and work with client spreadsheets that helped me get an understanding of how much work one of the team members usually does by herself. I also sat in on plenty of team meetings and other meetings, and while most of the information went over my head, I tried to learn as much as I could in order to have a full understanding of the financial market in the future. I am on the right path, and I am very lucky to have discovered this even before my second term at Carleton."*

**Joey Caradimitropoulo '20** (first-year student)  
Blisk Financial Group – Financial Planning and Wealth Management Extern

*"My time at Mother New York is one that I would not trade for the world. This externship has given me insight into a field that I had not envisioned as a possibility for me previously. Now, however, I can see that this is a possibility. Previously, I was doing work with a non-profit, which while rewarding did not engage me creatively, something that I see is necessary for me in a future career path."*

**Taylor Gaines '18** (junior)  
Mother New York – Advertising Extern

## Number of Students Completing Externships



## Internships

Internships are a critical way for students to expand their education and explore opportunities outside the classroom. Carleton encourages all students to think about completing at least one internship during their collegiate career as a way to explore career options, and as a way to gain a competitive edge in applying for jobs, graduate school, and fellowships and scholarships.

### Learning Outcomes

To make sure students who have summer internships do much more than “build a resume,” the Career Center runs the Summer Internship Reflection and Career Readiness program. In 2016, we assessed the program to ensure that students are honing skills like timeliness, work ethic, quality of work, and confidence. We found that through setting skill-related goals and participating in a reflection blog, interns are able to bring these skills back to Carleton to help them to be better students. By introducing students to these ideas in internships and encouraging them to talk about what they are learning, we are helping them to prepare for a successful transition to post-Carleton employment.

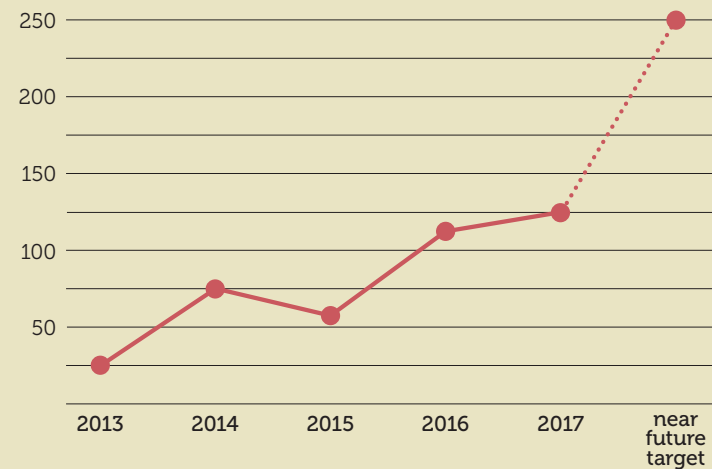
*“Throughout my internship, I improved existing skills and developed new skills as well. By presenting programs daily in front of audiences ranging from four to over 200 people and learning from my co-workers, I gained confidence in my public speaking. I know this improvement to my public speaking will transfer well into my Carleton career, my comps presentation, and any career I pursue.”*

—**Lauren Pflughoeft '17**,  
Biology, Sleeping Bear Dunes  
National Lakeshore

*“Before this summer I had thought computational linguistics sounded interesting, but never seriously considered working in that sphere after Carleton. I am grateful to PanLex for hosting speakers and organizing field trips that allowed me to learn about cutting-edge research in the field and various projects that are being undertaken.... My experience at PanLex made me seriously consider going to graduate school in computational linguistics.”*

—**Sasha Mayn '18**, Linguistics  
and Classics, PanLex

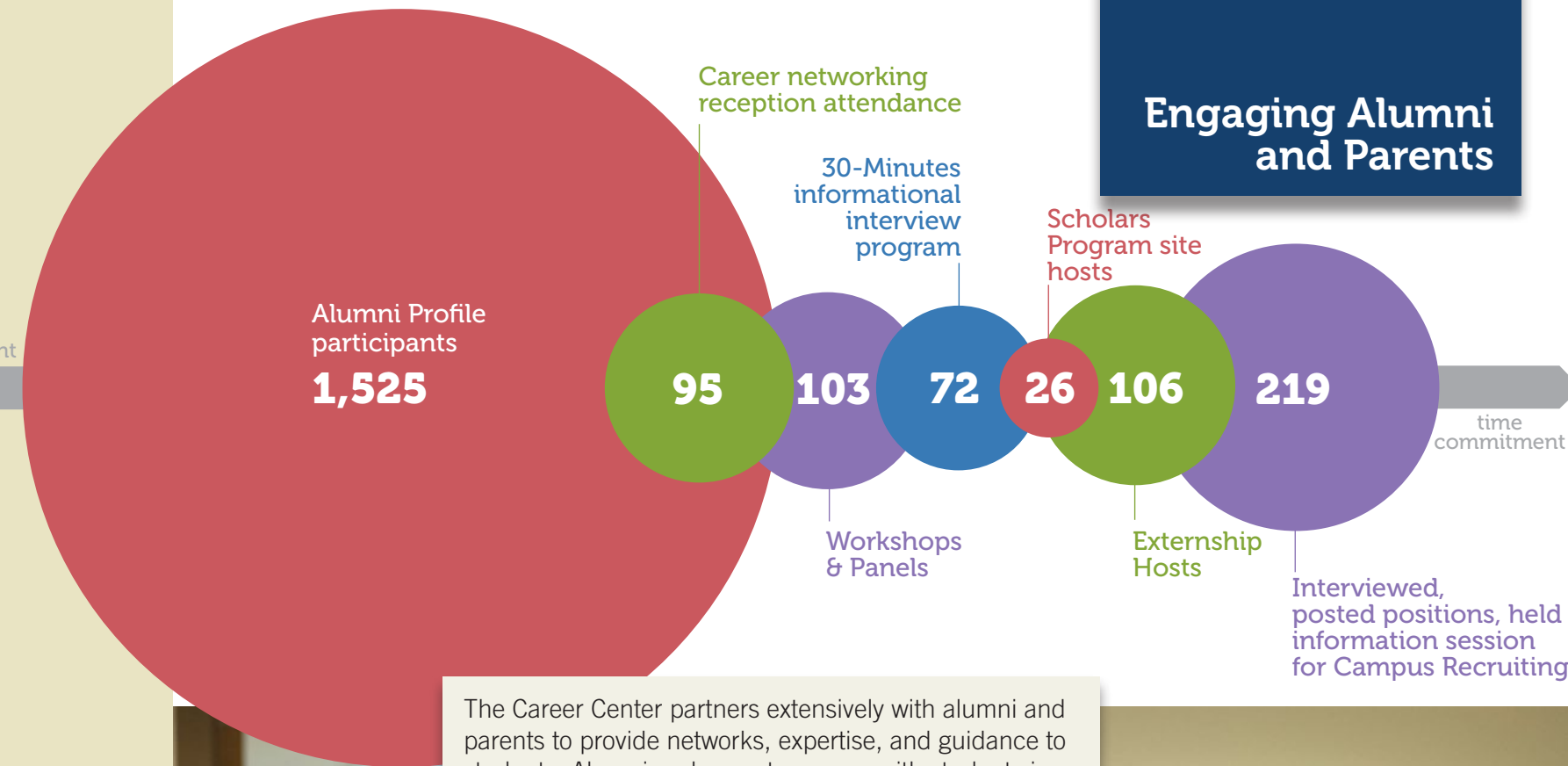
### Number of students supported in internships from all Carleton sources



In order to ensure that all students have the opportunity to complete an internship, it is critical to provide financial support for unpaid internships. Approximately half of all internships are unpaid. Carleton’s financial support allows students to apply for funding to cover the expenses they incur as part of the internship (food, transportation, housing), as well as to make up for a portion of the amount they could have earned had they opted to take a summer job instead of an internship.

**\$449,729** in total internship funding was awarded for summer 2017. **125** students were funded for **88** domestic & **37** international internships.

## Engaging Alumni and Parents



The Career Center partners extensively with alumni and parents to provide networks, expertise, and guidance to students. Alumni and parents engage with students in a number of different ways.





## Campus Recruiting and Job Fairs

The Career Center builds pipelines between Carleton students and employers through a variety of methods, including externships, internships, and job postings, and culminating in on-campus interviews and job fair participation. As students participate in more Career Center programs, they become increasingly adept in finding jobs and internships.

**162** students were hired for jobs or internships through campus recruiting.

In 2016-17, **223** Carleton alumni and parents supported Carleton students through campus recruiting by conducting interviews on campus, collecting resumes from Carleton students for open positions, or actively encouraging their employers to hire a Carl.

Campus recruiting				
<b>Organizations participating</b>	2013-2014	2014-2015	2015-2016	2016-2017
Corporate	40	70	160	154
Nonprofit	16	49	102	107
Government	1	11	24	23
Grad/Prof School	23	23	25	19
<b>Students participating</b>	2013-2014	2014-2015	2015-2016	2016-2017
Unique number of students who interviewed	94	207	304	323

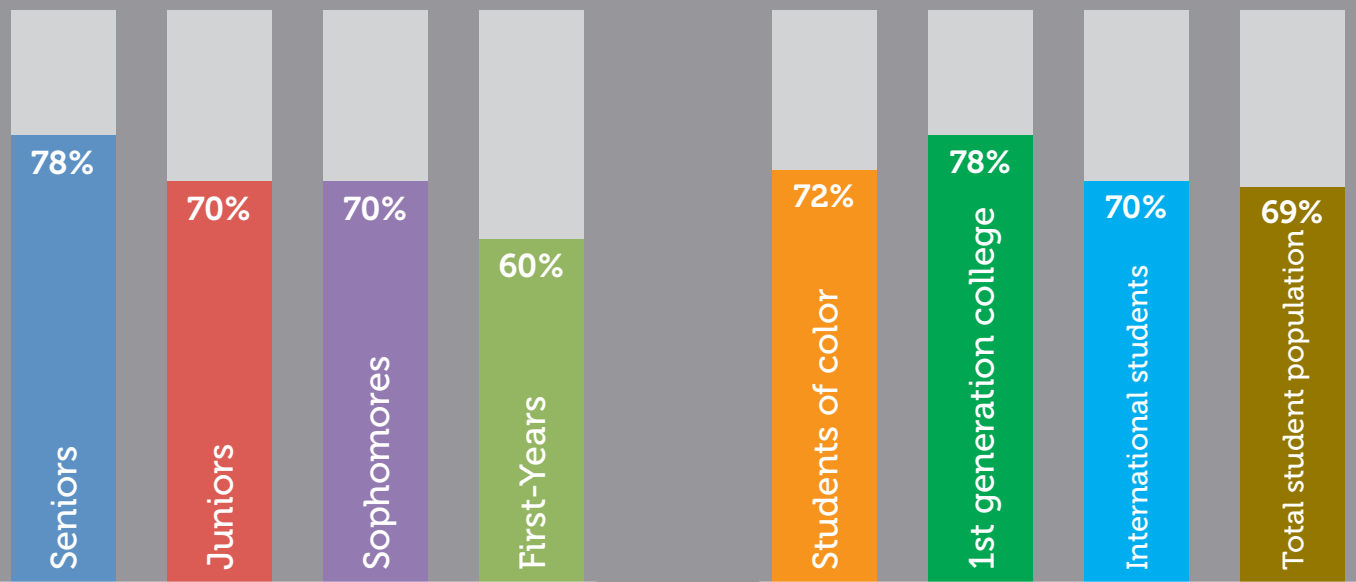
Carleton students also participate in a Washington, D.C. Interview Day, a New York interview day, a Minnesota Private College Career Fair, a Minnesota Government & Nonprofit Fair, and six different virtual interview days, representing **approximately 450 additional employers** to which students had direct access.

## Engendering Broad Student Participation

The Career Center offers a variety of ways for students to engage in career development, including individual career counseling, walk-in advising with career counselors and student career advisors, an informational website, alumni-led programming, field-trips, and workshops.

In 2016-17, the Career Center engaged\* with 1,415, or 69% of current students. The total number of student “touchpoints” with the Career Center was 7,307. This means that the average number of touchpoints per student was approximately 3.6.

(\*Engagement is defined as meeting individually with a staff member, participating in a Career Center program, or attending a Career Center-sponsored event.)



Students in each class who interacted with the Career Center this year

Students in select demographics who have interacted with the Career Center this year



### Weitz Fellows

The Weitz Fellows Program is a unique opportunity exclusively available to new Carleton grads. Weitz Fellows positions are paid year-long professional positions at select nonprofit organizations in Omaha and Lincoln, NE. In 2016-17, five Carleton class of '16 alums held Weitz Fellows positions at: Joslyn Art Museum, Nebraska Appleseed, OpenSky Policy Institute, University of Nebraska Service Learning, and Women's Fund of Omaha.

## Companies, organizations, agencies, and schools participating in campus recruiting in 2016-17

### Corporate

360i  
501 Studios  
3M  
Abbot Downing  
A.T. Kearney  
Abt Associates  
Acumen, LLC  
Adisa  
Allianz Life Insurance  
Alpinist Magazine  
Amazon  
Amyris  
Analysis Group, Inc.  
Apogee Adventures  
Applied Membrane Technology (AMT)  
Ariel Investments  
Augurian  
AuSim, Inc.  
Avant Energy  
AXA Advisors  
Best Buy  
Bio-Techne  
Black & Veatch  
BMO Capital Markets  
BoomLab  
Boston Consulting Group  
Brattle Group  
Briggs and Morgan, P.A.  
Bust Out Solutions  
Calabrio, Inc.  
Carena  
Cargill  
Carney, Sandoe & Associates  
Cascadia Capital  
Choose Chicago  
CityPartners DC  
CodeWeavers  
Compass Lexecon  
Cornerstone Research  
Corporate Executive Board (CEB)  
Coyote Logistics  
Credit Suisse  
Datrium  
Deloitte Federal Consulting  
Deloitte Consulting, LLP  
Deutsche Bank  
Dissolve Ltd.  
Duetto Research  
Economists Incorporated  
Elite Medical Scribes  
Elite Scholars of China  
Emergency Care Consultants  
Emergency Physicians Professional Association  
Environmental Incentives  
Epic  
Ernst & Young LLP  
Evernote  
Facebook  
Federated Insurance  
Filament Games  
Franklin Templeton Investments  
Fusion Hill  
Gain Theory  
Gawker Media  
General Mills  
Glow  
Goodney & Associates, PA  
Google  
Healthline Media  
Heyday  
HubSpot  
Imperial Capital, LLC  
IXL Learning  
J.P. Morgan  
J.P. Morgan Private Bank  
Jenner & Block  
Junco Labs  
Kepler Group  
Kleiner Perkins Caufield & Byers  
L.E.K. Consulting  
Launch5 Media  
Lockridge Grindal Nauen P.L.L.P.  
Los Angeles Kings  
Marketing Architects  
Mars & Co Consulting  
Marxent Labs LLC  
Massachusetts Pension Reserves Investment Management Board  
McKinsey & Company  
McMaster-Carr  
Merkle  
Minnesota Nice Cream  
Morning Consult  
MullenLowe Group  
Nasdaq  
Nancy M. Vizer, P.C.  
Navigant  
Nielsen  
Nina Hale  
Northern Light Productions  
Novu LLC (NovuHealth)  
Nuveen Investments  
Oliver Wyman  
Optum  
Overland  
Pace Analytical  
Periscope  
Piper Jaffray & Co.  
Polidoc Productions  
Pragma Group, LLC  
Prep Hoops  
Prime Therapeutics  
Project Consulting Group  
Protean Construction Products, Inc.  
Quora  
Right Move Properties  
Rocket55  
Sift Science  
Seagate  
Sociable Cider Werks  
Solhem LLC  
Spruce Finance  
Starbucks Coffee Company  
Stroll Health  
Sullivan Cotter and Associates  
Syapse  
Tareen Dermatology  
Target  
Tencent Holdings Limited

Teton Skies  
The Next Level Planning Group  
The NPD Group  
The Travelers Companies, Inc.  
Thomas Allen  
Thomson Reuters  
Thrivent Financial  
Thumbtack  
TriNet  
TripleInk  
Twain Financial Partners  
Ulland Investment Advisors  
United Airlines  
UnitedHealth Group  
Vevo  
Vulcan, Inc.  
W. W. Norton & Company, Inc.  
Wells Fargo  
WSB & Associates

### Nonprofits

American Foreign Service Association  
American Geophysical Union  
Amideast  
Aspen Institute  
Athletes Committed to Educating Students  
Beacon Interfaith Housing Collaborative  
Bioethics Center of Children's Mercy Hospital  
Blue Engine  
Breakthrough Santa Fe  
Breakthrough Twin Cities  
Brown University  
California College of the Arts  
Casualty Actuarial Society  
Center on Budget and Policy Priorities  
Century College Upward Bound

Chicago Botanic Garden  
City Year Baton Rouge  
Center for New Americans  
City Year  
College Possible  
DKT International  
Davis Phinney  
Denver Kids  
Environmental Law & Policy Center  
Face to Face  
Fernbrook Family Center  
Focus St. Louis  
Girls Inc. of Omaha  
Green Corps  
Habitat for Humanity  
Harvard Medical School  
HealthFinders  
Heart of the Heartland  
Hillwood Estate Museum & Gardens  
Housing Action Illinois  
Human Rights Watch  
Immigration Law Center of MN  
Impact  
Industrial Areas Foundation Northwest  
Innovations for Poverty Action  
ISALIAH  
Jay and Rose Phillips Family Foundation of Minnesota  
Jesuit Volunteer Corps Northwest  
Joslyn Museum of Art  
Kaiser Permanente  
KJ International Resources  
LearningWorks at Blake  
Loft Literary Center  
Lukas Community  
Lutheran Volunteer Corps  
Mankato Symphony Orchestra  
Match Education  
Mayo Clinic  
MD Anderson Cancer Center  
Mercy Housing Lakefront  
Minnesota High Tech Association

Minnesota Historical Society  
Minnesota Public Radio  
Mon News Agency  
Munson-Williams-Proctor Arts Institute  
National Association of Geoscience Teachers  
National Lutheran Choir  
Nebraska Appleseed Center for Law in the Public Interest  
Northeastern Minnesotans for Wilderness  
Northfield Healthy Community Initiative  
Oakland Feather River Camp  
OpenSky Policy Institute  
Opera Omaha  
Pangea World Theatre  
Partnership Academy  
Phoenix Academy Lawrence  
Pine Ridge Indian Reservation  
Project Minnesota/Leon  
Project Vote Smart  
Providence Health Plan  
Pittsburgh Urban Leadership Service Experience  
Reclaim Childhood  
SAGA Innovations  
Schuler Scholar Program  
ServedGlutenFree  
ServeMinnesota  
Sierra Club  
Social Entrepreneur Corps  
Sonia Shankman Orthogenic School  
South End Community Health Center  
Stockholm Environment Institute  
Student Pledge Against Gun Violence  
TakeAction Minnesota  
Teach for America  
TEAMeffort Missions  
Tackling Obstacles and Raising College Hopes

Twin Cities Habitat for Humanity  
United Church of Christ Justice Leadership Program  
University of California, San Diego/ Reck-Peterson Lab  
University of Chicago  
University of Michigan Law School  
University of Minnesota Law School  
University of Minnesota Department of Pediatrics  
University of Minnesota Civil, Environmental, and Geo-Engineering  
University of Minnesota Minnesota Population Center  
University of Nebraska Omaha Service Learning Academy  
Urban League of Nebraska  
Urban Teachers  
U.S. Right to Know  
Walker Art Center  
Washington AIDS Partnership  
Wassaic Project  
Women's Fund of Omaha  
Zamorano

### Government

Consumer Financial Protection Bureau  
Environmental Protection Agency  
Federal Reserve Board of New York  
Federal Reserve Board of San Francisco  
Food and Drug Administration  
Internal Revenue Service  
Lawrence Berkeley National Laboratory  
Minnesota Attorney General's Office  
Minnesota Department of Human Services

Minnesota Public Utilities Commission  
National Park Service  
Naval Nuclear Laboratory  
Office of the Comptroller of the Currency  
Peace Corps  
Sandia National Laboratories  
U.S. Army  
U.S. Army Medical  
U.S. Department of Justice, Antitrust Division  
U.S. Department of State  
U.S. Department of Transportation

### Grad Schools

Adler Graduate School  
Boston University School of Public Health  
Columbia Law School  
Columbia University Institute of Human Nutrition  
Dartmouth College  
Tuck Business Bridge Program  
Earlham College  
Emory University Rollings School of Public Health  
Harvard Divinity School  
Hopkins-Nanjing Center  
New York University School of Law  
St. Catherine University  
Technos College  
University of Chicago Divinity School  
University of Illinois Chicago  
University of Michigan Law School  
University of Minnesota Carlson School of Management  
University of Minnesota College of Pharmacy  
University of Minnesota Humphrey Institute  
University of Minnesota School of Dentistry  
Yale Law School



## Career Center Partners

### Carleton Careers Alumni Board

The Carleton Careers Alumni Board (CCAB) is an integral part of the Career Center team. The Board comprises a dedicated group of alumni from diverse career fields and backgrounds, who work in conjunction with the Career Center on projects including alumni volunteer recruitment and program development, and provide consultation and advising. Some of CCAB's major accomplishments this year include:

- Recruiting alumni participants for Career Center programs
- Analyzing online volunteer activity
- Curating an interactive alumni "day in the life" Facebook group
- Connecting with Carleton alums at club events throughout the country
- Engaging with students through talks, presentations, networking events, externships, internships, and informational interviews



#### 2016-17 Board Members:

Tricia England '08  
Miles Mercer '98 (co-chair)  
Andrew Ulland '99  
Josh Pepper '97  
Stephanie Watowich '83

Not pictured:

Dashini Jeyathurai '08  
Alex Leikikh '95 (chair)  
Richa Sharma '14

### Student Career Assistants

Student Career Assistants (SCAs) are crucial members of the Career Center staff. These peer leaders are trained to critique resumes and cover letters, assist in navigating Career Center resources, and provide outreach and programming across campus. SCAs hold office hours daily in the Career Center, evenings in Sayles-Hill, and weekly in the offices of TRIO and Intercultural & International Life. In addition, SCAs facilitated workshops on "Finding and Funding the Internship of Your Dreams," "How to Improve Your Resume," and many more, as well as hosting social events in the Career Center, with the goal of welcoming students into the office.



#### 2016-17 SCAs

Back: Owen Solis '17, Pete Bakker-Arkema '17, Nick Caputo '19, Wisdom Akpan '18, Brittany Brookner '18, Simon Orlovsky '17; Middle: Damali Britton '18, Walker Johnston '18, Sebastian Tovar Montanez '18, Wanchen Yao '17, Avery Coombe '19, Lindsey Chavez '18, Tia King '18, Jessica Lartigue '18, Gabe Barela (staff advisor); Front: Yuchao Shang '18, Lydia Chu '17, Kifaya Taha '17, Su Kim '17, Aislinn Mayfield '19



Carleton

The Carleton College Career Center  
Johnson House

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507-222-4293 • [go.carleton.edu/career](http://go.carleton.edu/career)