

INSPIRING COMMUNITIES  
OF WELLBEING



# Demystifying the Student Affairs Job Search

YOUR GUIDE TO NAVIGATING CONVENTION INTERVIEWS,  
NETWORKING AT THE CONFERENCE,  
PREPARING FOR INTERVIEWS, FOLLOWING-UP, AND ONLINE  
RESOURCES FOR CANDIDATES

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# Welcome to C3!

As a candidate at the New C3 you...

- Can anticipate an exciting opportunity to meet and interview with many colleges and universities for positions in a variety of functional areas from entry-level to senior-level.
- Will meet and have the opportunity to network with many colleagues in the student affairs profession.
- Attend educational sessions that will assist in your professional development and job search.





# Getting Started

## To Job search at ACPA's New C3

- Register for convention at <http://www.myacpa.org>
- Create your New C3 account (e-mail [careercentral@acpa.nche.edu](mailto:careercentral@acpa.nche.edu) to reactivate an old account).
- Contact employers through the online system to pre-schedule interviews.
  - There is no magic number of interviews. It's not a competition to see who can do the most interviews.
  - Be sure and schedule breaks to eat, respond to correspondence from employers and breathe!



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# Getting Started

- Create/update your profile and upload documents (resume, cover letter(s), letters of recommendation, etc.).
- Bring copies of your resume printed on resume paper.
- Check out the resource library in CSO and view the webinar tutorial regarding all the functions of CSO.
- Then, check out the many helpful links on job searching in the resource library!





# PD Snapshot Schedule

## Sunday, March 3<sup>rd</sup>

- **11:00am** - Strengths-Based Interviewing/Resume
- **4:00pm** - Stress LESS: Balancing Your Personal and Professional Life (Sponsored by: Commission on Wellness)

## Monday, March 4<sup>th</sup>

- **10:00am** - Brand U: Personal Branding
- **11:00am** - Strengths-Based Interviewing/Resume
- **1:00pm** - Networking: Maximizing the Conference Experience & Developing Job Search Connections
- **2:00pm** - LGBT Job Search Strategies (Sponsored by: Standing Committee for Lesbian, Gay, Bisexual, and Transgender Awareness)

## Tuesday, March 5<sup>th</sup>

- **10:00am** – Can I Live and Work Here? Navigating the Campus Visit
- **11:00am** – Money Talk: Evaluating the Job Offer and Salary Negotiation
- **1:00pm** – Moving Up and Around in Student Affairs: Beyond Your First Position
- **3:00pm** – Preparing Successful Searches for Senior-Level student Affairs Positions (Sponsored by: William Spellman Executive Search Team)

## Wednesday, March 6<sup>th</sup>

- **10:00am** - Can I Live and Work Here? Navigating the Campus Visit
- **11:00am** - Money Talk: Evaluating the Job Offer and Salary Negotiation



# Candidate Webinar Schedule

Strengths Based Interviewing/Resume – Matt Real

- Wednesday, January 16, 2013 at 12pm EST

How to Conduct a Successful Job Search – Dr. Manny Ruiz

- Wednesday, January 30, 2013 at 12pm EST

Networking: Maximizing the Convention Experience & Developing Job Search Connections – Dr. Heather White

- Thursday, February 14, 2013 at 12pm EST

Can I Live and Work Here: Navigating the Campus Visit - Dr. Farouk Dey

- Wednesday, February 20, 2013 at 3pm EST

Money Talk: Evaluating the Job Offer & Salary Negotiation – Eric Hall

- Wednesday, February 27, 2013 at 12pm EST



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# Finding Your Fit

## Institutional Considerations

- Four year or two year.
- Small, medium, large, extra large.
- Non-profit or for-profit.
- Secular or religiously affiliated.
- HBCU's, Women's Colleges, Tribal Colleges.
- Higher Ed based organizations such as Hillel, Capstone, ACC, AAUW, national Greek organizations, Golden Key Honor Society.



# Finding Your Fit

## Position Considerations

- Level of responsibility (number of students, number of supervisees, amount of budgetary responsibility)
- Diversification of job skills (will you be responsible for multi-cultural programming and orientation? Res Life and Greek Life?)
  - This does tie into where you see yourself in ten years—will this position help get you where you want to go?
- Type of supervision you will receive (will your supervisor be located in the same office as you?)



# Finding Your Fit

## What are my deal breakers?

- Pet policy (for live-in/on Res Life)
- Domestic partner policy
- Geographic location (urban, suburban, rural)
- Place for a partner to work
- School system
- Cost of living
  - <http://www.numbeo.com/cost-of-living/calculator.jsp>
  - <http://www.bankrate.com/calculators/savings/moving-cost-of-living-calculator.aspx>

# Finding Your Fit

## Position Considerations

- Education—be sure you meet the minimum stated.
- Experience—be sure you have the minimum required.
- Responsibilities. (Think “transferrable skills”)
- Secular or religiously affiliated.
- HBCU’s, Women’s Colleges, Tribal Colleges.
- Higher Ed based organizations such as Hillel, Capstone, ACC, AAUW, national Greek organizations, Golden Key Honor Society.

# Finding Your Fit

- Read the institutional and department mission/vision statements.
- Find and read a copy of the most recent strategic plan.
- Develop questions for the employer—this process really is about mutual fit.
  - Be sure to develop questions for people at different levels (supervisors, peers, students) as well as questions that cover different functional areas for which you will be responsible. If the position oversees Res Life and Facilities, make sure to address both!

# Stay Organized

- Keep track of applications, interviews and contact with schools as well as details of the position itself. (Sample tracking sheet on the next slide.)
- Consider setting up a “Google Alert” for your top three schools to stay on top any events/issues.
- When interviewing at convention, don’t schedule interviews back to back. You will run late. It will reflect on you. Schedule interviews on the hour or half-hour.
- Schedule time for breaks and food while interviewing at The New C3.



# Tips for Success at C3

## When interviewing ...

- Wear something you can interview in on the plane. Telling the story of your lost luggage and why you're wearing a t-shirt and jeans at your interview gets really old. And it happens every year. **Every** year.
- You are always "on." Not just in The New C3. You never know who's in the elevator with you, on the next treadmill, walking down the street, at the table behind you in the restaurant, in the row in front of you at Cirque de Soleil.
- Attend Career Central at Convention (C3) Orientation. Those sessions are carefully planned to help support you in your process and can take care of a lot of your questions and concerns. At ACPA, these are the night before interviewing starts (there are sessions during the interview times as well). Planning to be there the night before interviewing starts helps mitigate the stress from things you can't control (Mother Nature).
- We truly are a small profession; you never know who is watching or listening.



# Tips for Success at C3

- When job searching at convention, bring everything you might need, with you at the start of the day. Even if your hotel is really close to the interviewing site, your day will get away from you and you will not have that chance to “just run back to the room.”
- There is an entire convention going on outside The New C3. You paid to attend. Go to sessions, socials and The Expo.
- Convention is hosted in a exciting citing known for its shows and other tourist attractions. Get out and enjoy yourself. But not too much! 😊

# Tips for Success at C3

## Supply List for Conference Interviewing

- Post-it notes, pens/pencils, highlighters, paperclips, resumes copies (along with blank resume paper, a copy of your resume on white paper to make copies and a digital copy), personal stationary and envelopes/thank you notes, more than one blouse/shirt and tie per suit (for accidental spills and vanishing buttons), extra pantyhose and nail polish to halt runs, extra tie, breath mints/mouth wash (a must!), dental floss, small bottle of hand lotion (also gets rid of static cling—though liquid soap will do that in a pinch), Tide/stain removing pen, small sewing kit, other personal grooming supplies and OTC/prescription medications.





# Tips for Success

- Set up a Skype account (if you don't already have one) and make sure equipment is available and functioning—many initial interviews are taking place via Skype.
- Double check all interviews clothes/shoes for fit and condition (be sure to check the rear view and move around (bend over, sit down) to make sure nothing is revealed that you want to keep concealed). Business formal (suit) is the general policy. However, that being said, we are in a more creative field. You can stand out in the crowd by wearing a suit in a color other than navy, black and gray. But make sure you are comfortable with whatever you're wearing because that will help you put your best foot forward.
- Consider adding those “no slip” add-ons for shoes and women—also look at comfortable insoles for heels.

# Tips for Success

- Always thank everyone who interviewed you in writing, by name. This can be done via e-mail, or via the more formal “thank you” note. Do the best you can in gauging the medium by which you’ll thank your potential employers. If you’re really not sure, I would err on the side of caution and send a written “thank you” note.
- Always keep things in perspective and find the humor. “The crisis of today is the joke of tomorrow.” H.G. Wells
- It is an employer’s market. And you may interviewing for some of the positions as some of your colleagues. However, remember this search is about mutual fit and finding your next home. And each of you will find that home at different institutions—what’s a perfect fit for one won’t be for another, no matter how ideal it seems. So please see this as an opportunity to support and encourage each other, not as a competition. There **is** a job out there for everyone! Be patient, stay positive!





# Tips for Success

- This will be a fun and nerve-wracking process. But in the end you will find your new professional home, continue your development and growth, work with amazing people and have new opportunities.
- Ask for help when you need it—that's why we're here.