special events!

**Americorps Info Session**  
Thursday, April 4, 12:00pm - 1:00pm, 345 Fraser Hall  
**Americorps**, the domestic Peace Corps, is an awesome adventure a way to put your idealism into action. If you have what it takes to live up to your dreams to make a community safer, to help kids get a real education, to help protect the environment AmeriCorps is for you. APPLY TO AMERICORPS, this is one year to make a difference, one chance to make your mark, one experience that will change your life. To find out more about AmeriCorps programs like VISTA and NCCC, come to our information session at the University of Minnesota’s Career and Community Learning Center. For more information call 612-626-2044 or email kdawson47@hotmail.com

**CLA Grant recipients**  
This spring’s recipients of the general **CLA Undergraduate Internship Grant** include the following: Meghan Anzelc (senior, French Studies); Amanda Cross (senior, Cultural Studies and Comparative Literature); Belma Demivorcic (senior, IDIM allowing her to study international relations, political and economic development, and East European studies); and Erin Severson (junior, English). The Elden Johnson Award, given to a student working in some way with museums, public archaeology, Native American studies, or anthropology, was awarded to Alison Gerber (senior, Studio Arts). Additionally, the Engebretson Award, given to a student interning in a for-profit setting, was awarded to Kate Garsombke (senior, Journalism). The next award deadline is Wednesday, June 26 2002, by 4:30pm. For more information on how you can qualify and apply for this grant, stop by the Career and Community Learning Center in 135 Johnston Hall or visit our website at www.cclc.umn.edu/students and look under the internships section in the frequently asked questions link!

workshops

**Resumes and Cover Letter Workshop**  
Every Monday 2:30 – 3:45pm (except March 18)  
Every Wednesday 9:05-10:20am (except March 20)  
Every Thursday 1:25 – 2:40pm (except March 21)  
Learn to create strategic resumes and cover letters! We’ll discuss what employers look for in resumes and cover letters and help you to begin thinking about the best ways of presenting your own experience.

**Resume and Cover Letter Critique**  
Every Monday 3:35-4:25pm (except March 18)  
Every Wednesday 10:10 – 11:00am (except March 20)  
Every Thursday 2:30 – 3:20pm (except March 21)  
Get help with your resume, cover letter, or thank you note by bringing them to 135 Johnston Hall for a critique. You must have a hard copy of your document to attend. We strongly recommend attending the “Resume Workshop” before using this clinic. Critiques are held in 135 Johnston Hall.

**Job Search Strategies: Hunting Made Easy!**  
Monday, March 11, 9:05-9:55am  
If you’re relying on want ads, you’re not using the best job search strategies. We’ll help you determine the most effective ways to get a job or internship that fits you.

**Effective Interviewing**  
Thursday, March 14, 11:15 – 12:05pm  
Want to feel more confident in your interviews for a job, internship, or graduate/professional program? This workshop will cover how to prepare for interviews, how to present yourself in an interview, and how to follow up afterwards. We’ll also discuss how to use the interview as a way to evaluate whether the position is a good match for you.
The following full-time jobs, internships, and volunteer opportunities are currently listed on CLA LINK http://clalink.cla.umn.edu

**mentors**
The CLA Alumni Mentor Program is seeking applicants for its Program Assistant position opening. Work with students, faculty, staff and alumni, while promoting the program to the University community and targeted organizations and corporations in the metro area. Duties include: work with staff in the creation of promotional materials (brochures, flyers, newsletter, etc) for distribution on and off campus, assist in special event planning and mid-program follow-up of students and alumni, assist in the process of matching students and alumni in the program, and update/maintain the mentor program website and database. Qualified applicants should demonstrate excellent written and oral communication skills including public speaking ability, a time-efficient, self-starting attitude, superior skills working as a team member, experience or demonstrated interest in mentor programs or alumni/student service related activities, and administrative abilities within an office environment. For more information please contact Kimberly Strauss Johnson at 612-624-7577 or kstrauss@class.cla.umn.edu

**Project Management Intern**
KJ International Resources is seeking an enthusiastic and energetic individual for a non-paid Project Management Intern during the summer of 2002. The internship will include: Gaining knowledge of translation, interpretation and other foreign language services; Developing skills necessary to interface with clients and language service providers; Training in use of multi-line telephone system; Improving aptitude on PC and Mac systems, the Internet; as well as MS Word, MS Access and Excel software; as well as increasing data entry proficiency and acquiring experience in client billing. Flexible day schedule between 8:00 am and 5:00 pm, Monday through Friday. Convenient location in downtown Minneapolis on bus line. Free parking is also available. Candidate should be available 16-20 hours per week during summer of 2002. For more information, please contact Janna Lundberg at janna@kjinternational.com

**Summer Reads Program Tutor**
Love Children? Love to Read? The Minnesota Literacy Council (MLC) is seeking highly motivated men and women for the AmeriCorps*VISTA Summer Reads Program, a 40-hour-per-week, eight-week effort to promote the literacy of elementary school children. Interns/volunteers are placed in Minneapolis and St. Paul public summer schools during the morning, and after-school sites (Boys and Girls Clubs, Public Libraries, Park and Recreation) during the afternoon. Within the framework of these established programs, you will conduct one-to-one reading sessions, fun group activities, and outdoor games to strengthen the reading skills of emerging readers. St. Paul positions begin June 20, 2002 and end August 14, 2002. Minneapolis positions begin June 27, 2002 and end August 21, 2002. No other simultaneous employment is permitted while working as an AmeriCorps*VISTA. Public assistance benefits are not affected by VISTA employment. For more information, please contact Kate West or Sara Blackwell at The Minnesota Literacy Council, 651-645-2277 or email kwest@themlc.org

**Internship**
Citizens for a Safer Minnesota (CSM) Education Fund Intern will have the opportunity to: Develop and expand a network of student activists’ assessing their needs and implementing one project; Participate in community outreach through neighborhood events; Research and develop voting record report cards; Meet with and educate elected officials and candidates at the state and federal level; Prepare editorials, newsletter articles and other written materials. CSM Ed Fund is nonprofit organization that educates the public about the factors that contribute to gun violence in Minnesota and advocates for prevention. As a CSM intern, you will have the opportunity to work in the exciting, controversial, high profile movement to end gun violence, working at the grassroots and public policy level. To apply for the CSM Ed Fund Summer Internship please submit: Cover letter explaining your interest in being an intern and your interest in gun violence activism; Your resume; Two references including phone numbers and email addresses; A writing sample. For more information, please contact Rebecca Thoman at csm@endgunviolence.com
service-learning & community involvement

**MUST and City Arts Info Session**
Explore urban reality and strategies for addressing inequality through the Metro Urban Studies Term (MUST) or City Arts programs.

Info session: Wed. April 3, 1:15-2:15 pm
Session takes place in 345 Fraser Hall and will include program staff and student alumni. For more information, check out www.cclc.umn.edu/students/cityartsandmust.html. Application deadline: April 15.

**Coffee Hours**
The “Get Up, Get Into It, Get Involved” Coffee Hour series kicks off this week! Whether you are a student involved in service-learning or simply a concerned citizen, these events are a great chance to learn more about the issues impacting you and your community. Stop in on one of our sessions to listen, discuss, share and explore steps to social change! Upcoming dates are:

- Tuesday, March 12, 4:00-6:00 pm - Movie: The Color of Fear
- Thursday, March 28, 4:30-6:00 pm - The Urban Environment
- Monday, April 15, 4:30-6:00 pm - Literacy, Poverty & Social Class
- Wednesday, April 24, 4:30-6:00 pm - Welfare Reform, Policies & People

For more details on topics and speakers, check out our website at www.cclc.umn.edu/students/getup.html. All events take place in 345 Fraser Hall. Coffee and cookies provided! Please RSVP and send questions to Andrea Payne at 612-624-2585 or apayne@class.cla.umn.edu

**AmeriCorps*VISTA at CCLC**
The AmeriCorps*VISTA at the University of Minnesota’s Career and Community Learning Center works as the Student Training Coordinator. This VISTA member addresses student preparedness for community work by implementing and co-facilitating the “Get Up, Get Into It, Get Involved” pre-community-involvement training. This three-hour training session addresses such issues as systematic oppression, racism, diversity, the notion of service, and more. Additionally, the VISTA member implements reflection sessions for students involved in community work. These reflection sessions address various community issues and address the need for students to critically think about their community work in order to have transforming experiences. For more information on this position, please contact Kristin Dawson at 612-626-2044 or kdawson@class.cla.umn.edu.

**empower youth**
YO! The Movement is a membership driven youth organization that works to realize the hopes, dreams, and goals of young people. Unlike traditional youth ‘serving’ agencies, YO! is By Youth ~ For Youth, meaning young people are involved at every level of the organization. Young people do project development, implementation, fundraising, and marketing. We organize around three general themes: Power, Place, & Privilege. We achieve these goals by empowering young people to take control of their own lives, and utilize the skills and talents they possess. Volunteers should have a strong interest in youth issues, local politics, and youth-culture. They should also possess strong writing skills, and the desire to work with high school age youth. We are also developing a series of events around the area of youth culture. These events are going to highlight and celebrate the talents and abilities of young people. Volunteers could be involved in every stage of the development of these projects, from brainstorming ideas to the production of the event. For more information contact Reid Peifer at 612-874-9696 or reid@yothemovement.org.

The Career & Community Learning Center offers career services, internships, volunteer experiences, and domestic exchange opportunities.

The University of Minnesota is an equal opportunity educator and employer. This publication/material is available in alternative formats upon request. Please contact Career & Community Learning Center, 135 Johnston Hall, 612-624-7577.
additional opportunities

environment

Sierra Club North Star (MN) Chapter, Minneapolis

The Sierra Club is the oldest and largest grassroots-based conservation organization in the country. It is a non-partisan group that advocates for environmental protection through public, legal and political systems. Sierra Club volunteers have been effective in protecting wetlands, purchasing parklands, winning environmental review, and many other initiatives resulting in Minnesota’s environment being more pristine and more protected. The Sierra Club North Star chapter seeks students to research and advocate for protection of the environment. Projects may include researching the impact of land developments such as placing golf courses in natural areas; organizing public events; working with the media; and, setting up trips to natural areas threatened by developments. In addition, students may have the opportunity to develop strong public presence in critical legislative districts and organizing public education strategies within legislative districts to stop environmental rollbacks. Students must share a commitment to environmental protection and are encouraged to bring their ideas and enthusiasm to the project. For more information contact Heather Cusick at 612-379-3853 or heather.cusick@sierraclub.org

CLA Link

Didn’t find what you were looking for? Go to http://clalink.cla.umn.edu and browse through hundreds of different jobs, internships and volunteer opportunities that change daily. You can also use CLA LINK to post your resume so employers may contact you directly! CLA LINK is a great tool for you to use to find the perfect job, internship, or volunteer opportunity.