



GCRC

*Strengthening Relationships
Between Government And
Higher Education*

GOVERNMENT COLLEGE RELATIONS COUNCIL

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3rd Annual Government Career Fair

Thursday, March 27, 2008

12 to 4 p.m.

Roosevelt University, Loop Campus

Congress Lounge , 430 S. Michigan Avenue

Chicago, Illinois 60604

The event is presented by the GCRC, the Chicago Federal Executive Board (FEB), and a consortium of seven Chicago-land Universities including: Chicago State University, DePaul University, The Illinois Institute of Technology, Loyola University, Northeastern Illinois University, Roosevelt University and the University of Illinois Alumni Association.

GCRC Winter Meeting: Building Bridges to Career Transitions

The GCRC 2008 Winter Meeting is set for Friday, March 7, 2008 at DeVry University in Addison, Illinois.

Topics for the Winter Meeting include discussion on the GCRC/FEB Internship (a great opportunity for students); The International Public Management Association; mid-career transitions; post-career transformations; career commonalities; and a networking activity.

The meeting is sure to appeal to everyone, from student to professional. Registration is available online at <http://www.gcrcassociation.org> and costs \$10 for GCRC members and \$15 for non-members. The deadline to register for this event is February 29, 2008.

For more information on the Winter meeting, please visit www.gcrcassociation.org.

RESUME TIP: Pay Attention to Keywords Taken from www.USAJOBS.com

Whether you're writing your first resume, updating an existing one, or answering a position's knowledge, skills and abilities (KSA's), stop and think about which keywords you need to add. You could be the most qualified person for the position, but you could be lost in a sea of applicants without the right keywords.

A single keyword communicates multiple skills and qualifications.

When a recruiter reads the keyword, "analyst", he or she might assume you have experience in collecting data, evaluating effectiveness and re-

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searching and developing new processes. Just one keyword can have tremendous power and deliver a huge message.

Study job announcements.

The best way to determine important keywords is to study job announcements. Review several job announcements and their questions for your ideal position. The jobs don't have to be in your geographic target area. The idea is to find skills, experience, education and other credentials important in your field. You will probably find key-



words frequently mentioned by different agencies. Focus on the "requirements", "skills" or "qualifications" sections of job ads and look for "buzzwords" and desirable credentials for your ideal job.

ILCMA To Offer Scholarship to MPA Student Taken from www.ilcma.org

The Illinois City County Management Association created the Illinois Local Government Fellowship in honor of James M. Banovetz, a leader in the education of students in public administration who desire a career in local government management. A \$2,000 fellowship will be awarded to the winner to be used to finance studies leading to a Master of Public Administration or

equivalent degree.

To be eligible for this fellowship, you must:

- Be a graduate student at a public institution in Illinois.
- Be enrolled in a degree program that is designed to prepare you to enter the field of city/county management.
- Have completed the equivalent of one-half

the coursework necessary to complete your degree.

- Be in good academic standing.

For instruction on how to apply for this scholarship, visit the ILCMA website at www.ilcma.org. All applications must be postmarked by April 16. The winner of the scholarship will be notified by May 7 and receive

recognition at the Annual ILCMA Conference in mid-June.

Glossary of Federal Terms

While perusing through the open positions at www.usajobs.gov, you may come across a few words that leave you perplexed. Don't be alarmed, just visit the website's information center where you can easily find a glossary of federal terms. The glossary is a quick, easy to use A-Z reference of the most commonly used federal terms.

Twenty years from now you will be more disappointed by the things that you didn't do than by the ones you did do. So throw off the bowlines. Sail away from the safe harbor. Catch the trade winds in your sails. Explore. Dream. Discover.

SPOTLIGHT ON: The United States Office of Personnel Management

Taken from www.studentjobs.gov/agencies/agency-opm.asp

The Office of Personnel Management (OPM) is the lead agency in the management of human resources for the Federal government. OPM is responsible for the Federal workforce's hiring practices, employment policies, health benefits, insurance coverage, and retirement programs. There are approximately 3,800 employees that work in 14 offices nationwide. The headquarters office is in Washington, DC. As part of the executive branch of the government, the OPM Directorship is a Presidential appointment.

OPM has always actively encouraged the employment of youth in the summer and students during the academic year. In the Washington metropolitan area, OPM participates in the District of Columbia's (DC) youth employment programs: DC Federal Jobs Initiative Program; DC Department of Employment Service's Summer Youth Employment Program (SYEP); and Greater Washington Urban League Summer Youth Program. OPM employed approximately 34 youths under the DC Federal Jobs Initiative Program during the summer of 2000. OPM hopes to hire at least that many under the program this summer.

Throughout the calendar year OPM actively hires individuals into the Student Educational Employment Program. There are two components to the program: student temporary employment and student career experience. Students employed in both components can work throughout the year with flexible schedules and work assignments. Students must be registered in a high school, vocational/

technical facility, or college/university. The two components are different in the amount of salary, type of work assignment, and the possibility of permanent employment. Student career experience employees receive work assignments related to their academic field of study. They are eligible for permanent employment without further competition.

Currently, the agency has 78 student employees who work in a variety of areas obtaining valuable work experience. OPM's recruitment for candidates in the Student Educational Employment Program is on-going and includes frequent contacts with school guidance offices, career placement offices, and attendance at job and career fairs. For additional information on this program visit <http://www.opm.gov/employ/students/index.htm>.

OPM is a great place to work for experience in public service and human resource applications. Many training opportunities are also available. The agency offers many benefits—depending on the program you are in, you could earn vacation time, sick time, health benefits, flexibility in your schedule, etc. Join the OPM team for an exciting challenge!

To view open job announcements, visit <http://www.studentjobs.gov>. For information about Federal employment opportunities, visit www.usajobs.gov.

Partnership For Public Service Daily Pipeline

Stay informed with the Partnership of Public Service's Daily Pipeline and get the scoop on public service and a summary of news relevant to the federal workforce and the Partnership via email.

Visit the Partnership's website, www.ourpublicservice.org, and scroll down the page to **STAY INFORMED!** where you can sign up for the free email service.

A-Z Agency Information

Did you know that www.studentjobs.gov/agencies.asp provides a one-stop shop of A through Z information on government agencies with student employment opportunities?

Studentjobs.gov has collected exclusive profile articles, as well as links to agency homepages and student employment information pages. Check it out today!

Student Success Stories: Shadia Nassar, *Railroad Retirement Board*

What has your career path been like?

As an undergraduate, I held several different internship positions in the public sector. I worked as a research assistant for the City of Los Angeles, a law clerk in the Children's Law Center, and as a congressional intern for a Congresswoman. Upon graduating from my Masters program, I was hired on as a temporary program analyst in the Human Resources department at the U.S. Railroad Retirement Board. At the end of the term of my position, I was fortunate enough to be hired on permanently as a Human Resources Management Specialist.

What interested you in government employment originally? What continues to interest you now?

I was very involved in student government growing up. When I started college, I knew I wanted to study Political Science. I was also involved in many community service programs in high school and as an undergraduate. My internship experiences solidified my desire to work in the public sector and have a career providing services to the community.

What are some of the tasks and duties you perform in your position?

I work in the Directors Office in the Bureau of Human Resources. I am responsible for agency management reports including the Succession Plan and Human Capital Management Plan. Additionally, I work with the Director in completing directives from the Office of Personnel Management. I also analyze and maintain data on the agency's workforce including turnover, staffing levels, retirement, attrition and hiring estimates.

Is there anyone at your organization that you consider a mentor? If so, please explain who he or she was and how his or her assistance benefited you?

I consider my supervisor, Keith Early, my mentor. As a new employee, he has been instrumental in acclimating me to the agency and the federal sector; his advice has been extremely valuable. I also consider my coworkers in HR my mentors as I have learned (and continue to learn) so much from each one of them.

5. What advice would you give to students looking for an internship or employment in a government agency?

My advice would be to keep your options open when searching for internships or employment. Having studied in two major cities (Los Angeles and Chicago), I assumed I would work for an entity at the local level but happened to find a position that aligned with my interests and education at the Federal level. I am so gracious for having this opportunity and being able to start my civil service career with the Federal government.

Do you have a student or an alumni who would like to be featured in our Student Success Stories? If so, please contact Natalie M.K. Marquez at Natalie.Marquez@skokie.org.

GOVERNMENT COLLEGE RELATIONS COUNCIL



Strengthening Relationships Between Government And Higher Education

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