

KSP Career Counseling Series: Internet Job Search & Education Credentials

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Today

- Credential Files or Credentials
- ***Mavjobs.com***
- Internet Job Search for Educators
- Career Development Center Services

What are credentials?

- Your credentials consist of the package of documents you will share with districts as you apply for a teaching position.
- Start collecting your materials now to make the application process easier later.

Your Teacher Credentials: What is included?



- Education Credentials Cover Sheet
 - <http://www.mnsu.edu/cdc/students/credentials.html>
- Resume
- Standard cover letter/letter of application
- Copies of letters of recommendation (usually 3)
- Student teaching evaluations
- Copy of teaching license (if available)
- Copy of official transcript (available from Registrar's Office for a nominal fee)
- Neatly assemble, pack and mail your credentials in a large (9x12) envelope
- Type school district address and return address on envelope of computer labels

Things you can do NOW to build your “credentials”!



- Maintain a respectable GPA
- Get involved in clubs & professional organizations (ex. Education Minnesota)
- Begin to establish & nurture relationships with people who will recommend you for a job in the field of education (ex. Faculty, classroom teachers, etc.)
- **SAVE EVERYTHING!** (classroom assignments & projects, etc.)
- Look for opportunities to work with youth!
- Put together a draft of your resume which you can continue to update

Information on Credentials

- <http://www.mnsu.edu/cdc/students/credentials.html>



What is *mavjobs.com*?

- Exclusive (& free!) to MSU students & new graduates!
- Access job listings in a WIDE variety of fields
 - Full-time professional job listings
 - Part-time listings on and off campus
 - Internship listings
 - On-campus recruiting
 - Upload your resume for employers to view



More on mavjobs.com

- Keep up-to-date on CDC happenings (workshops, special events, etc.)
- Personal job agent e-mails
- Receive periodic e-mails from CDC staff with job search advice & resources targeted to your particular major!
- EASY, quick, FREE registration!



Registering for mavjobs.com is *EASY*

- Go to www.mavjobs.com and click on *Students and Alumni* under *Are you New to The System*
- Within two business days you will receive an e-mail from us confirming your registration.
- Upload your resume to enable employers to access your candidate information through a targeted search!!!
- Be sure to log on & search for jobs regularly, check your e-mail for updates and important info from the CDC!
- Need help?
 - e-mail mavjobs@mnsu.edu (answered daily)
 - call mavjobs helpdesk @ 389.5112 or come to CDC

mavjobs.com
demonstration!



How can the Internet help you in search for teaching jobs?

- locate job listings
- search for info on schools; the field of education
- apply for positions & showcase your credentials online
- bring yourself up-to-date on education issues
- get job search advice
- make contact with hiring personnel

Top 10 Additional Places to look for Job Listings

1. Minnesota Association of School Administrators: http://www.mnasa.org/masa_mnjobs.html
2. EdPost: <http://www.stcloudstate.edu/joblistings/edpost/>
3. Minnesota Teacher Recruitment System: <https://education.state.mn.us/MTRC/>
4. American Association of School Administrators (state links...most contain job listings): <http://www.aasa.org/roster/StateAssociations.cfm>
5. Project Connect (username: teacher, password: aswan): <http://careers.soemadison.wisc.edu/projectconnect/MainMenu.cfm>

Top 10 Continued

6. MSU CDC links via "Job Search & Links" by major/field under the College of Education: <http://www.mnsu.edu/cdc/students/jobsearch/links.html>
7. Individual school district sites (find a directory here): <http://www.schoolmatch.com/ppsi/search.cfm>
8. America's Job Bank: www.ajb.dni.us
9. NationJob: www.nationjob.com/education
10. University of MN Education Job Listings: <http://education.umn.edu/jobs/Search.asp>

CAUTION

Job listings...be aware!

- Be sure to check date of listing
- Don't be surprised to see more vacancies in high demand areas
- Be wary of any organization that wants to charge you \$!

Finding School/Educational Information

- ❑ Use to select districts or prepare for an interview

- ❑ Expect to find: district philosophy statements, statistics, school info/links
 - ❑ Yahoo Directory of K-12 Schools: [http://
dir.yahoo.com/Education/K_12/Schools/](http://dir.yahoo.com/Education/K_12/Schools/)

 - ❑ Minnesota Association of Charter Schools: [http://
www.mncharterschools.org/](http://www.mncharterschools.org/)

 - ❑ Private School Review: [http://
www.privateschoolreview.com/](http://www.privateschoolreview.com/)

 - ❑ State-by-State Education Facts: www.edweek.org

Staying up-to-date on educational issues

- ❑ Education World: Preservice Educators Community:
<http://www.educationworld.com/preservice/>
- ❑ National Association for Beginning Teachers:
<http://www.inspiringteachers.com/nabt/index.html>
- ❑ U.S. Department of Education www.ed.gov/

To make direct contact with educators...

- Be sure to keep e-mails brief, polite, and specific
- Be sure to include your working e-mail address... "reply" function does not always work!

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To apply for a position & showcase your qualifications...

- ❑ Many school districts accept applications online
- ❑ Others allow you to print application directly from website
- ❑ Providing your “credentials” online:

MnSCU Online Portfolio:

<http://efoliomn.com/>

<http://jenniferguyer-wood.efoliomn2.com/index.asp>

<http://sample19.efoliomn2.com/>

<http://sample19.efoliomn.com/>





What can the CDC do for me?

- **mavjobs.com**: A MUST for ALL MSU students/new grads!
- Comprehensive website: **www.mnsu.edu/cdc**
- Individual job search advising & resume reviews
- CDC QuickStop
 - Monday through Thursday 11:30-2:30
 - Quick questions regarding the job search and career decisions
 - Assistance with finding career information in our Career Resource Library and using and web resources
 - Resume and cover letter critiques and **mavjobs.com** questions

More ways the CDC can help you

- Remodeled Career Resource Library with hundreds of books plus computer access and laptop plug-ins
- Special events (career days, job fairs, etc.)
- FREE printed materials
 - AAEE Job Search Handbook for Teachers
 - CDC Job Search Handbook
 - Undecided Majors Handbook (now available online!)

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