

# **Develop a Game plan to Kick Your Job search Into High Gear!**

## Reflection questions

**Directions:** On your own, fill out the following questions to help customize the content in this session and identify the information and supports you need to be successful in your job search.

**What are your motivations, aspirations, and fears regarding the job search?**

**What are some specific things that you're wondering about in regards to the job search?**

## Appreciative Interview Activity

**Directions:** There are often times in our lives when we feel particularly energized and positive. Looking at your life experiences, can you recall a peak work or learning experience when you felt most alive, most involved, or most excited about your work?

- a. What made it an exciting experience?
- b. Who were the significant others in the experience?
- c. Why were they significant?
- d. What was it about you that made it a peak experience?
- e. What were the most important factors in the work that helped to make it a peak experience (examples might be relationships, goals, leadership, resources)

### NOTES:

**(OPTIONAL)** If you had three wishes for your career, what would they be? List them in priority

**Wish One:**

**Wish Two:**

**Wish Three:**

## Job Posting Activity

**Directions:** Fill out the following table based on the information in your academic and industry postings. Feel Free to add categories.

	Academic posting	Industry posting
<b>Due date</b>		
<b>Job Title</b>		
<b>Organization</b>		
<b>Keywords/values</b>		
<b>Qualifications</b>		
<b>Duties</b>		
<b>Your relevant experiences</b>		
<b>Required Docs</b>		
<b>References</b>		
<b>Submission info</b>		
<b>Questions</b>		

## STEM - Academic Posting

This posting will expire May 30th, 2019 or until the position is filled. Screening will begin December 1, 2018 and will continue until the position is filled.

Purdue University - West Lafayette

Department of Computer and Information Technology Posted:

Purdue University's Department of Computer and Information Technology invites applications for tenure track faculty position at the rank of assistant professor for the West Lafayette campus beginning in August 2019. The department's mission focuses on teaching, research and industry/professional engagement. All candidates must have an earned PhD Degree in software development or a related field by the start of employment, candidates completing their PhD degree before Fall 2019 are encouraged to apply. Responsibilities include research, teaching undergraduate and graduate courses, and engagement with industry, the community, and colleagues within the computing discipline. Additional information about the department can be found at <http://www.polytechnic.purdue.edu/CIT/>.

Purdue University Polytechnic Institute is committed to advancing diversity in all areas of faculty effort, including scholarship, instruction, and engagement. Candidates should address at least one of these areas in a cover letter, indicating how their past experiences, current interests and activities, and/or future goals could promote a work climate that values inclusion.

Application Instructions:

Applications should include a cover letter, complete resume with the names and addresses of three references, and teaching and research statements. Optionally, applicants may include copies of relevant publications.

The application should be submitted to: <http://purdue.taleo.net/careersection/wlfac/joblist.ftl>. Screening of applications will begin December 1, 2018 and will continue until the position is filled. A background check is required for employment in this position.

Purdue University is an EOE/AA employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply.

## [STEM - INDUSTRY]

### Research Associate - Biostatistics and Computational Biology

Located in Boston and the surrounding communities, Dana-Farber Cancer Institute brings together world renowned clinicians, innovative researchers and dedicated professionals, allies in the common mission of conquering cancer, HIV/AIDS and related diseases. Combining extremely talented people with the best technologies in a genuinely positive environment, we provide compassionate and comprehensive care to patients of all ages; we conduct research that advances treatment; we educate tomorrow's physician/researchers; we reach out to underserved members of our community; and we work with amazing partners, including other Harvard Medical School-affiliated hospitals.

The Department of Biostatistics and Computational Biology (BCB) at the Dana-Farber Cancer Institute (affiliated with several Harvard Schools) currently employs 47 PhD biostatisticians and bioinformaticians. The BCB Department seeks an experienced and highly motivated PhD biostatistician to engage collaboratively with investigators on basic science, animal model, and human research activities in multiple areas of adult oncology and HIV disease.

The Harvard T. H. Chan School of Public Health Biostatistics Department RA/RS track is a collaborative research track with ranks of Research Associate, Research Scientist, Senior Research Scientist, and Principal Research Scientist.

Job Responsibilities include but are not limited to:

Collaborative work on study design, data analysis, and manuscript preparation in HIV disease and adult oncology for laboratory, animal model, translational, clinical, epidemiologic, prevention, and outcomes research.

Statistical assistance to both junior and senior HIV and cancer investigators with NIH and Foundation grant proposals and progress reports.

PhD required and at least 2 years of collaborative experience are required. Prior experience in oncology and/or HIV is a plus.

Dana-Farber Cancer Institute is an equal opportunity employer and affirms the right of every qualified applicant to receive consideration for employment without regard to race, color, religion, sex, gender identity or expression, national origin, sexual orientation, genetic information, disability, age, ancestry, military service, protected veteran status, or other groups as protected by law.

## SSH - Academic Posting

Elmhurst College invites applications for a tenure-track assistant professor in Political Science with expertise in International Relations, an emphasis in global policy or studies would be a plus. Candidate should be a teacher and scholar who is broadly trained in International Relations and be prepared to teach introductory and upper level IR courses in multiple regions, topics courses, other courses in the candidate's field of specialization, as well as our survey courses, Intro to Politics and American Government. We seek candidates who complement the broader Elmhurst College core curriculum and have interdisciplinary interests. The successful candidate will have prior college-level teaching experience with evidence of outstanding teaching, an active research agenda and willingness to include students in their research, and a commitment to teaching in a liberal arts setting. In addition, faculty are also expected to contribute to the department and college through service activities and advising. Candidates should have a commitment to creating an inclusive learning environments for a diverse student body. The teaching load is six courses per year. A PhD required by September 1, 2019.

Elmhurst College offers more than 60 undergraduate majors, 17 graduate programs, degree-completion programs for busy adults, and the acclaimed Elmhurst Learning and Success Academy for young adults with developmental disabilities. Elmhurst College is one of the Top 10 Colleges in the Midwest, according to U.S. News & World Report; and U.S. News, Money and Forbes magazines consistently rank Elmhurst as one of the Midwest's best values in higher education.

Recruiting and retaining a diverse workforce is a critical component of the College's mission, vision and core values. Our commitment stems from the belief that an institution of higher learning is enriched by the presence of diversity. Elmhurst College is an EO Employer. Elmhurst College does not discriminate on grounds of race, color, national origin, gender, sexual orientation, religion, age, creed, ancestry, veteran status, marital status, disability, or other classification protected by applicable law with respect to all aspects of employment.

Additional information about Elmhurst College may be accessed on our website: <http://www.elmhurst.edu>. Review of applications will begin November 1st. Questions can be directed to Dr. Teri Walker, Chair of Political Science, at [twalker@elmhurst.edu](mailto:twalker@elmhurst.edu).

## [SSH - INDUSTRY]

At Google, User Experience Researchers (UXRs) help everyone focus on the user. In this role, you will create understanding and empathy around user needs, stated and unstated, for your entire product team including designers, product managers, and engineers. You will do so by conducting primary research, exploring the behaviors and motivations of our users through methods like field visits, ethnography, surveys, usability testing, and logs analysis. Your research will help us create useful, usable, and delightful new products and features for people as well as continually innovating on our existing products. You'll inspire change at all stages of product development by delivering compelling, written, in-person and visual presentations on your findings.

The UXR community at Google is unique. As part of our group, you will have the chance to work not only with the other UXRs on your immediate team but to work and learn from UXRs across the company through regular in-person meetups, established mentorship programs, access to our internal research tools, and 20% projects. Google is a place where UXRs can do their best work.

User experience (UX) is at the forefront of how we create intuitive, innovative, and beautiful products that people love. We strive to learn and understand our users' needs, behaviors, and emotions to yield insights that inform product strategy and guide the design of the experiences we create. Our multidisciplinary UX teams include designers, researchers, content strategists, and engineers who are passionate about quality, usability, and performance. We collaborate closely with product managers, software engineers, and many others to solve complex challenges and craft powerful experiences that highlight our products' unique capabilities and personalities. Our work touches billions while exemplifying a key principle that is core to Google's philosophy: "Focus on the user and all else will follow."

### Responsibilities

- Conduct independent research on multiple aspects of products and experiences.
- Collect and analyze user behavior through lab studies, field visits, ethnography, surveys, benchmark studies, server logs, and online experiments (A/B testing).
- Work with Designers, Product Managers, Engineers, and other UXRs to prioritize research opportunities in a fast-paced, rapidly changing environment.
- Understand and incorporate complex technical and business requirements into research.
- Advocate research findings to diverse audiences through written reports and in-person presentations.

### Qualifications

#### Minimum qualifications:

- BA/BS degree in Anthropology, Human Factors, Psychology, HCI/Computer Science or other related fields or equivalent practical experience.
- 4 years of work experience.
- Experience conducting semi-structured interviews, contextual field visits, usability studies either live or remote (e.g. Userzoom or usertesting.com).

#### Preferred qualifications:

- M.S./M.A. or Ph.D. in a related field or equivalent practical experience.
- Experience in survey design (ie: Qualtrics). Experience working with statistics and experimental design.
- Experience with internet search, advertising, and curation within mobile, apps or development environments.
- Demonstrated understanding of the strengths and shortcomings of different research methods, including when and how to apply them during the product development process.
- Excellent interpersonal, communication and collaboration skills.

## Translating Your Skills

Adapted from Clarence Anthony Jr. (2018) University of Michigan, University Career Center

**Directions:** Often, the job search process is about communicating your relevant and transferable skills to different audiences. Use this activity to brainstorm the skills that you have developed thus far in your career, and to brainstorm how you may communicate with different audiences.

**Step 1.**

What skills, experiences, or expertise have you gained or developed during your PhD program?

What about your prior work experience (if applicable), your masters degree (if applicable), and bachelors degree?

**Step 2.**

Think about who your target audience is, and what are the relevant skills and experiences that you may want to sell and communicate to them.

Academic Audience	Non-Academic Audience

**Step 3.**

What have you learned from this activity? Do you find that the information that you want to share is similar or different?

Next step (Homework)

Use this information to develop an elevator pitch, or strategize for resumes and cover letters.

**Action Plan**

**Directions:** Use this activity to identify that materials that you may need for the job search. What has been accomplished so far? What do you need to work on?

Checklist	Status	Goal
Identify job postings		
CV		

Other options:

- Teaching Philosophy
- CV
- Cover letter
- Resume
- References
- Reference letters
- Research statement
- Sample syllabi
- Writing sample
- Research sample
- Professional website/LinkedIn profile
- Elevator speech