

## **Employment Seminars and Workshops: Thursday & Friday February 2<sup>nd</sup> & 3<sup>rd</sup>**

***RSVP to [joechem@iastate.edu](mailto:joechem@iastate.edu) by Tuesday Jan 31<sup>st</sup> indicating which sessions that you will attend.***

The Ames Local Section of the American Chemical Society is pleased to be sponsoring a series of employment and career management seminars and workshops; These seminars and workshops are suitable for undergraduates, graduate students, postdocs, and mid-career ACS members in the fields of chemistry, chemical engineering, biology, physics, and biochemistry.

### **Session I. Careers for Chemists - Traditional and Non-**

Thursday February 2<sup>nd</sup> 4:10 – 5:00 PM in 1652 Gilman Hall

Abstract. A chemistry background prepares you for much more than just a laboratory career. The broad science education, analytical thinking, research methods, and other skills learned are of value to a wide variety of types of employers, and essential for a plethora of types of positions. By understanding your own personal values and interests, you can make informed decisions about what career paths to explore, and identify positions that match your needs. This talk will discuss a variety of nontraditional careers for chemists, such as chemical information, patent work, technical writing, education, human resources, sales and marketing, and much more. We will discuss typical tasks, education or training requirements, and personal characteristics that make for a successful career in each field, illustrated with specific examples. Valuable tips and advice about planning career transitions will also be provided.

### **Session II. Managing an Effective Job Search: Targeting the Job Market**

Thursday February 2<sup>nd</sup> 6:00 – 7:15 PM in 1652 Gilman Hall

Abstract: This is the first of three ACS workshops. The workshop helps candidates carefully plan their job search campaign and locate just the right position for them. The workshop explores the current job market and helps the job candidate understand both posted and hidden job resources. The job seeker also has an opportunity to explore their own personal values, skills and motivators as it relates to job opportunities. Finally, participants explore networking as a tool to identify and research potential employers. ***Please RSVP to [joechem@iastate.edu](mailto:joechem@iastate.edu) by noon Tuesday January 31<sup>st</sup> indicating that you intend to attend this session.***

### **Session III. Managing an Effective Job Search: Resume Preparation for Chemical Professionals**

Thursday February 2<sup>nd</sup> 7:30 – 8:45 PM in 1652 Gilman Hall

Abstract: This workshop is a how-to guide in preparing an effective resume, cover letter and personal data portfolio. It will cover the purpose of a resume and the structure including the introduction sections, the background sections and the supporting information. The workshop will also cover what not to include on a resume and critiquing ineffective structures of resumes. Finally, the workshop will explore the components of a resume portfolio and preparing a cover letter. Participants will have time to refine or begin their own resumes. ***Please RSVP to [joechem@iastate.edu](mailto:joechem@iastate.edu) by noon Tuesday January 31<sup>st</sup> indicating that you intend to attend this session.***

### **Session IV. Managing an Effective Job Search: Effective Interviewing**

Friday February 2<sup>nd</sup> 8:00 – 9:15 AM in 2205 Gilman Hall

Abstract: This workshop will cover how to prepare for an effective interview. Participants will explore the interview process and learn about behavioral interview questions and how to handle them. The workshop will discuss handling other difficult questions and final preparation for the different types of interviews, including screening, telephone and on-site. Finally, the workshop will cover how to handle on-site research talks and manage your final job decisions. ***Please RSVP to [joechem@iastate.edu](mailto:joechem@iastate.edu) by noon Tuesday January 31<sup>st</sup> indicating that you intend to attend this session.***

**About the presenter:** Dr. Lisa M. Balbes ([www.balbes.com](http://www.balbes.com)) founded Balbes Consultants LLC (formerly Osiris Consultants) in 1992 to help companies produce better scientific documentation. She provides scientific writing and editing services to more than 50 client companies, including Bausch and Lomb Surgical, Divergence, SigmaAldrich, Stereotaxis, and the FDA. Dr. Balbes is the author of *Nontraditional Careers for Chemists*, published by Oxford University Press in 2006. She earned her Ph.D. in chemistry from the University of North Carolina at Chapel Hill, and her undergraduate degrees in chemistry and psychology from Washington University in St Louis. Dr. Balbes is currently a councilor for the St Louis local section of the American Chemical Society, and the chair of the national Committee on Economic and Professional Affairs. She was chair of the St Louis Section in 2002, and received both an Outstanding Local Section Achievement Award and a Salute to Excellence Award for her work there. She has been an ACS volunteer career consultant since 1993, providing advice and information to hundreds of scientists, and is an internationally invited speaker on career-related topics.



*Sponsored by the Ames Section of the American Chemical Society.*

***Please RSVP to Dr. Joe Burnett at 515/294-6352 or [joe\\_b@iastate.edu](mailto:joe_b@iastate.edu)***

