

Career E-minder

UWF Career Services
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Corporate Holiday Parties:

The Office Holiday Party is an event that deserves more attention from everyone. It's the event that can provide you the opportunity to talk to the Senior Vice President who's face you've only seen in the Company newsletter, or to just make sure that no one from Accounting takes the jokes in your emails the wrong way. Whatever your feelings are for this annual social gathering, there are some simple rules to keep in mind when rubbing elbows with the head honcho and munching down on overloaded sugar cookies.

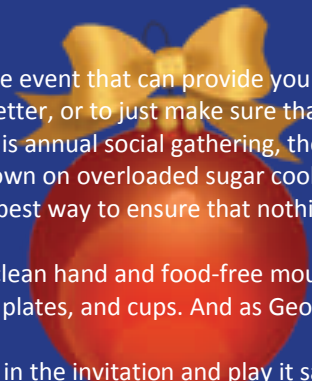
1. Drink in moderation. If alcohol is being served, keeping yourself to a minimum is the best way to ensure that nothing makes Monday morning awkward, or that you have a job to return to Monday morning.

2. Restaurants aren't the only places that require good dining etiquette. Maintaining a clean hand and food-free mouth when conversing with others is a must. Don't heap up on the appetizers. Properly discard any napkins, plates, and cups. And as George Costanza may double dip as much as he wants to prove a point, you may not.

3. Don't try new approaches in the fashion department. Carefully read the attire details in the invitation and play it safe. You shouldn't be trying to impress your boss with a new, shiny French collar dress shirt, nor with your latest pair of destroyed, designer denim. Remember, you're with colleagues, not family and friends.

4. Be sure to read the invitation in regards to guests. Some holiday parties are planned for a specific number of people when it comes to expenses. Remember this is a time to socialize with your co-workers, not your wife, husband, or best friend.

Several websites provide tips and hints on how to successfully "attend" a company party. Parties, although social in nature, are still professional and have unspoken rules to abide by.



Job of the Week A

JasonQuest Job ID: 4471

Position: Regional Planner

Organization: West Florida Regional Planning Council, Homeland Security and Emergency Management

General Responsibilities:

The individual filling this position will be responsible for staffing the Local Emergency Planning Committee (LEPC) for Northwest Florida, providing contractual support to the Regional Domestic Security Task Force and assisting local governments in the development of their comprehensive emergency management plans (CEMPs). This individual will also coordinate continued training for the first responders to hazardous materials incidents.

Specific Responsibilities:

As the staff for LEPC, this person interfaces with the State Emergency Response Committee attending meetings with the LEPC chairman.

This is a full time position, salaried, with benefits!

To find out more about this job, log on to JasonQuest. If you have any questions about registering with JasonQuest, call the Career Services office at 474-2254.

Job of the Week B

JasonQuest Job ID: 4472

Position: Planning Technician

Organization: West Florida Regional Planning Council

General Responsibilities:

This position will serve as the administrative assistant to the Executive Director and provide general agency support. Admin. Duties will include scheduling meetings and public involvement activities; preparing Council meeting announcements, minutes and followup correspondence; and organizing files and record retention schedules. This position will also provide high level support by handling public information requests, conducting research as needed, overseeing agency archives, monitoring client satisfaction, preparing the Council newsletter and managing and publicizing WFRPC special events.

Specific Responsibilities:

Must be comfortable working with a variety of people, including local government elected, appointed and administrative officials, special interest group representatives and citizens of communities.

This is a full time position, salaried, with benefits!

To apply for this position, log on to JasonQuest to read the full posting and application instructions. If you have any questions, please contact Career Services at 474-2254.

IMPORTANT INFO!

- **December 3rd, 2007;** Volunteer UWF! Timesheets are due by 5pm. Questions? Contact Tiffany Jurey at tiffanyjurey@uwf.edu or Dee Dee Wyckoff at dwyckoff@uwf.edu. If timesheets are late, they will be processed for the Spring semester.
- **December, 6th, 2007;** Computer Programs and Systems, Inc. will be having an open schedule Interview Day for students interested in entry level software design and software management positions. Computer Science and CIS majors are strongly encouraged to attend.

Water Cooler Joke of the Week

A shopkeeper was dismayed when a brand new business much like his own opened up next door and erected a huge sign that read 'BEST DEALS'.

He was horrified when another competitor opened up on his right and announced his arrival with an even larger sign that read 'LOWEST PRICES'.

The shopkeeper panicked, until he got an idea. He put a huge sign up over his own shop that read, 'MAIN ENTRANCE'.

Thanks to digitaldreamdoor.com