

Zarb Graduate Business Career Services

Spring 2007 M.B.A./M.S. Programs and Events

(Advance registration for all events is required; For registration and Individual appointments please call The Career Center at 516-463-6060; Quick Questions – Every Thursday 4-5pm.)

(CC-Career Center, SC-Student Center, UC-University Club)

M.B.A. /M.S. New Student Orientation

Seminars/Workshops

• New Part Time Students

Jan. 24, Wednesday, 5.30-7:30pm, CV Star Rm 109

• New Full Time Students

Jan. 25, Thursday, 10:00-2:00pm, CV Starr Rm 109

EMBA Only

•Jan. 26, Friday, 12:00-2:00pm, BDC 235

•Feb. 16, Friday. 12:00-2:00pm, BDC 235

M.B.A/M.S. Resume Preparation

Resume Writing & Corporate Correspondence Workshops

•Feb. 6, Tuesday 12:00-1:00pm, CC

•Feb. 12, Monday, 12:00-1:00pm, CC

•March 6, Tuesday, 12:00-1:00pm, CC

•April 16, Monday 12:00-1:00pm, CC

Resume Critiques

• Quick Questions every Thursday, 4-5pm, CC

•Feb. 14, Wednesday, 10:00-12:00pm, CC; 2:00-4:00pm, CC

•Feb. 15, Thursday, 10:00-12:00pm, CC; 2:00-4:00pm, CC

•April 24, Tuesday, 10:00-12:00pm, CC; 2:00-4:00pm, CC

M.B.A. /M.S. Zarb Resume Book 07-08 (Deadlines for Dec.07, May/Aug.08 Graduates)

It is recommended that you begin the process Spring / Summer 2007.

*Call 516-463-6060 to have “M.B.A./M.S. Resume Writing

Manual” mailed or pick up at Career Center Front Desk

or attend a Resume Writing Workshop.

*Schedule a Resume Critique: attend QQ, Resume Critique or by

individual appointment.

*Submit final approved resume by **September 28, 2007.**

M.B.A. /M.S. Networking for Job Search and Career Success Workshops

• *Networking for Job Search*

March 1, Thursday, 12:00-1.30pm, CC

• *Job Search Seminar*

March 30, Friday, 12:00-1:30pm, CC

• *How to Work a Job Fair/Networking*

April 23, Monday, 12:00-1:30pm, CC

Professional Development / Networking Events

• “Office Politics: How to Survive” Seminar

March 20, Tuesday, 12-1:30pm CC

• *LIA Executive Breakfasts – By Announcement*

• *LIA Networking Night, Four Food Studio, Melville*

March 28, Wednesday, 4:30-7:00pm

(practice 4:30-5:00, prof. networking 5:00-7:00)

• *Merrill Lynch Center Roundtable*

April 25, Wednesday, 6:15-8:30pm, 10th Fl. Axinn Lib.

M.B.A./M.S. Corporate Visits/Information Sessions

• *Citigroup Information Session*

Feb. 7, Wednesday, 4:00-5:15 CC

• *HSBC Information Session*

March 12, Monday, 5:00-6:00pm CC

• *N.Y. Times Corporate Visit* – April 13, Fri., Time: TBA

Special Events

• *Welcome Reception / Club Membership Drive*

January 31, Wednesday, 6:15-8:00 pm, BDC 246

• *International Students Seminar*

March 9, Friday, 10-12, Lunch 12-1 CC

• *M.B.A. / M.S. Cruise* May 18, Friday, Port Washington

M.B.A. /M.S. Pride Recruiting On/Off Campus Interview Program

(open to Dec 06, May 07 and August 07 Graduates & First Year Accounting Majors for Internships Only)

Orientations

Required for Participation in Pride Recruiting

- Feb. 7, Wednesday, 6:15-7:15pm, CC
- Feb. 9, Friday, 12:00-1:00pm, CC

Deadlines

- **Resume Submissions Due:** Feb. 15, Thursday, 11:30pm
- **Employer Decisions:** Feb. 20 - Feb. 27
- **Sign-ups for Interviews:** March 2, Friday, 12:01am
- **Alternates Sign-up:** March 4, Sunday, 12:01am
- **On Campus Recruitment Interviews Held:**
March 8, Thursday - •March 29, Thursday

M.B.A. /M.S. Interviewing Strategies

- Feb. 23, Friday, 12:15-1:30pm, CC
- Feb. 21, 6:00-7:30pm, CC
- April 12, Thursday, 12:00-1:30pm, CC

Hofstra's M.B.A. /M.S. Toastmaster's International Chapter Meetings

*Open to Zarb M.B.A./M.S. Students and Zarb M.B.A./M.S. Alumni
(for information contact e-mail: Michael.P.Devlin@hofstra.edu)*

- Feb.14, Wednesday, 6:00-8:00pm, SC Room 127 Plaza East
- Feb. 23, Friday, 6:00-8:00pm, SC Greenhouse
- March 7, Wednesday, 6:00-8:00pm, SC Room 145
- March 23, Friday, 6:00-8:00pm, SC Greenhouse
- April 11, Wednesday, 6:00-8:00pm, SC 127 Plaza East
- April 20, Friday, 6:00-8:00pm, SC Greenhouse
- May 4, Friday, 6:00-8:00pm, SC Greenhouse
- May 9, Wednesday, 6:00-8:00pm, SC Room 127 Plaza East

Executive Speaker Series

•Bank of New York Presents White Papers on Hedge Funds (co-sponsored by Merrill Lynch Center)

March 14, Wednesday, 6:15-8:30pm, BDC 246

• Corporate Industry Panel

April 18, Wednesday, 6:15-8:00pm, BDC 246

•Randy Levine, President New York Yankees

May 2, Wednesday, 6:00-8:00pm, 10th Floor, Axinn Lib.

Professional Conferences / Job Fairs

• MBA Media & Entertainment Conference - Feb. 9, 2007
Columbia University, New York, NY
(www.mbamec.com)

•International Career Forum - Feb. 23-24, 2007
Penn Plaza Pavilion Exhibition Hall, New York, NY
(www.careerforum.net)

•Women for Hire Expo, New York - Feb. 27, 2007
Mar. 6, 2007, Washington D.C.
(www.womenforhire.com)

•NY Women in Communication, NYC - April 27, 2007
Matrix Awards, New York, NY
(www.nywici.org)

•ATHGO International UN Symposium - April, 2007
(www.athgo.org)

•Merrill Lynch Center Conference - May 2, 2007
Hofstra University

**Hofstra Job and Internship Fair
April 25, Wednesday, 11:00-3:30 pm.
SC Multipurpose Room**

Zarb Graduate Business Career Services

Spring 2007 Regional Job Fairs

New Jersey North- Newark Job Fair

Thursday, February 1, 2007

11:00 AM - 2:00 PM

Sheraton Hotel-Newark Airport

128 Frontage Rd

Newark, NJ 07114

Get Directions or Call 973-690-5500

<http://www.nationalcareerfairs.com/>

Tysons Corner Job Fair

Friday, February 2, 2007

11:00 AM – 2:00 PM

Fairview Park Marriott

3111 Fairview Park Drive

Falls Church, VA 22042

Get Directions or Call 703-849-9400

<http://www.nationalcareerfairs.com/>

Boston Job Fair

Tuesday, February 6, 2007

11:00 AM - 3:00 PM

Radisson Hotel Boston

200 Stuart Street

Boston, MA 02116

Get Directions or Call 617-482-1800

<http://www.nationalcareerfairs.com/>

Sports and Entertainment Career Fair

Wednesday, February 5, 2007

5:30PM – 7:30PM

The Arena At Harbor Yard

600 Main Street

Bridgeport, CT 06604

Get Directions or Call (203) 334-4625

MBA Media & Entertainment Conference

Feb. 9, 2007

Columbia University, New York, NY

www.mbamec.com

New York Job Fair**Thursday, March 1, 2007**

11:00 AM - 3:00 PM

Radisson Martinique On Broadway Hotel

49 West 32nd Street

New York, NY 10001

Get Directions or Call (212) 736-3800

<http://www.nationalcareerfairs.com/>**New Jersey Central – Edison Job Fair****Tuesday, March 13, 2007**

11:00 AM - 2:00 PM

Holiday Inn - Edison

3050 Woodbridge Avenue

Edison, NJ 08837

Get Directions or Call 732-661-1000

<http://www.nationalcareerfairs.com/>**Philadelphia Job Fair****Wednesday, March 14, 2007**

11:00 AM - 3:00 PM

Pennsylvania Convention Center

1101 Arch Street

Philadelphia, PA 19107

Get Directions or Call 215-418-4700

<http://www.nationalcareerfairs.com/>**Hartford Job Fair****Thursday, April 19, 2007**

11:00 AM - 2:00 PM

Hartford Marriott Farmington

15 Farm Springs Road

Farmington, CT 06032

Get Directions or Call 860-678-1000

<http://www.nationalcareerfairs.com/>**Tysons Corner Job Fair****Wednesday, May 9, 2007**

11:00 AM – 2:00 PM

Fairview Park Marriott

3111 Fairview Park Drive

Falls Church, VA 22042

Get Directions or Call 703-849-9400

<http://www.nationalcareerfairs.com/>**Long Island Job Fair****Wednesday, May 16, 2007**

11:00 AM - 3:00 PM

Melville Marriott Long Island

1350 Old Walt Whitman Road

Melville, NY 11747

Get Directions or Call 631-423-1600

<http://www.nationalcareerfairs.com/>