

Bulldog Ready

CAREER GUIDE



Fall 2021

**Navigate the
In-Person + Virtual
Career Fairs with
Bulldog Confidence**



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Bulldog Ready

CAREER GUIDE

Fall 2021

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Message from Career Development Services (CDS)

Greetings!

Welcome to Alabama A&M University's Fall 2021 Career Week! As we continue to pivot and adjust to the new normal, Career Development Services (CDS) is excited about hosting an in-person and a two-day virtual career fair this semester. It has been more than a year since we welcomed, or welcomed back, employers to Alabama A&M University. We look forward to doing so, even as we mask up.

Career Development Services is excited about the new partnerships we have established this semester. We welcome and extend special thanks to our new Silver sponsors, which are also Industry and Government Cluster members: [AllianceBernstein](#), [Caterpillar Financial](#), [Medtronic](#) and [Norfolk Southern](#).

We also thank [American Cast Iron Pipe Company](#), [Chime](#), [Dunn Building Company](#), [Enterprise Holdings](#), [Leonardo DRS](#), [Rocket Companies](#) and [RS&H](#) for being our Bronze sponsors. Last, but not least, we welcome [Diageo](#) as an ad sponsor.

The CDS team created this virtual guide to help more Bulldogs become successful in their search for co-ops, internships and career opportunities. Thanks to the AAMU faculty, staff, administrators, alumni and family members for helping us to underscore the importance of attending events hosted by CDS throughout the year.

This is the last semester that Dr. Andrew Hugine, Jr. will serve as president of Alabama A&M University. During his twelve-year tenure, President Hugine made it a priority to visit every career fair that he could; he walked every aisle to personally thank each employer for their support in hiring our Bulldogs. To show our respect and appreciation for President Hugine's leadership, this Career Guide is dedicated to him.

To each and every employer participating in the Fall 2021 career fairs, thank you for your support! We look forward to receiving updates on the Bulldogs you have hired.

Best,



Yvette S. Clayton
Director, Career Development Services

Shoot your SHOT

Congratulations!

Fall 2021 Elevator Pitch Contest Winners!

	1st Place Ayanna Williams Junior Civil Engineering			2nd Place Lydia Joy Williams Junior Environmental Science	
	3rd Place Chynna Gross Graduate Student Food Science			3rd Place Shemaiah Mbetwa Freshman Electrical Engineering	

Thanks to Our Sponsors!

SILVER					
					
BRONZE					
					
					
					
					
					
					
					

Fall 2021 Career Week

CAREER WEEK [In Person] 
9/14 | 12p-2p
New School of Business, Clyde Foster Multipurpose Room
AAMU Cluster + Event Sponsors Meet & Greet

9/14 | 3p-5p
Ernest Knight Center, Reception Room
Speed Networking | Reception (5:30p-7p)

9/15 | 10a-2p
Student Health and Wellness Center Gym
Career Fair

9/16 | 8a-3p
Student Health and Wellness Center Gym
Interview Day (By invitation only)

CAREER WEEK [Virtual]
9/28 | 3p-5p *Whova*
Speed Networking
9/29 | 10a-2p *Handshake*
Career Fair (Day 1)
Click [Here](#) to sign up for 1:1 and group sessions

9/30 | 10a-2p *Handshake*
Career Fair (Day 2)
Click [Here](#) to sign up for 1:1 and group sessions



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WHO YOU COULD BECOME

INTERNSHIP OPPORTUNITIES
Interviews occur during your **junior year** and the **internship** takes place the summer leading into your senior year.

9 WEEKS
MAY-JULY

- > Paid internship
- > Project-oriented work
- > Meetings with senior leaders
- > Visit to Cat® dealership
- > Community service opportunities
- > Housing provided
- > Must be authorized to work in U.S.



*Minimum of 3.0 cumulative GPA in 4.0 scale

- FINANCE**
- INFORMATION SERVICES**

FOUNDATION PROGRAMS

FINANCE
A 4-year program with intentional rotational assignments. This program helps you learn our core business and build a strong career foundation. At the end of the foundation program, you will have identified your career path, with the potential to include international assignments.

INFORMATION SERVICES
A 3-4 year program with rotational assignments in application, infrastructure, or security teams within the Information Services Department. This program is designed to build a strong career foundation in Information Services.

MAJORS INCLUDE	REQUIREMENTS	MAJORS INCLUDE
<ul style="list-style-type: none"> > Management > Finance > Business Administration > Economics > International Business > Marketing 	<ul style="list-style-type: none"> > 3.0 Must be authorized to work in U.S. > Globally mobile <p>Submit your application online: CatFinancial.com/careers</p> <p>EEO/AA - Cat Financial is an Equal Opportunity Employer. All qualified individuals - including minorities, females, veterans and individuals with disabilities - are encouraged to apply.</p>	<ul style="list-style-type: none"> > Computer Science > Computer Information Systems, Management > Information Systems > Science Technology Math & Engineering, Telecommunications Systems > Management and Related Information Technology Majors

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<https://www.catfinancial.com>



Fall Calendar 2021 of Events

September

► CAREER PREPAREDNESS WEEK

[In-person + virtual]

In partnership with Industry & Government Cluster and Sponsors

9/1 | 11a-2p Ernest Knight Center, Reception Room
Part-time Job Fair

9/1 | 11a-3p Ernest Knight Center, Reception Room
Free Graduation + Handshake + LinkedIn Headshots

9/1 | 4p-5p Zoom
Resume Writing Workshop
Register online

9/2 | 11a-1p Zoom
30-Second Elevator Pitch Competition
Prizes: 1st: \$300 | 2nd: \$200 | 3rd: \$100
Register online

(All pitches will be recorded. Winners' videos will be shared publicly, including on social media.)

9/3 | 10a-2p Zoom (Drop in for 15-minutes or more)
Resume Reviews + Mock Interviews
Register online

► CAREER WEEK - [In Person]

9/14 | 12p-2p
New School of Business, Clyde Foster Multipurpose Room
AAMU Cluster + Event Sponsors Meet & Greet

9/14 | 3p-5p Ernest Knight Center, Reception Room
Speed Networking | Reception (5:30p-7p)

9/15 | 10a-2p Student Health and Wellness Center Gym
Career Fair

9/16 | 8a-3p Student Health and Wellness Center Gym
Interview Day

► CAREER WEEK - [Virtual]

9/28 | 3p-5p Whova
Virtual Speed Networking

9/29 | 10a-2p Handshake
Virtual Career Fair (Day 1)

9/30 | 10a-2p Handshake
Virtual Career Fair (Day 2)

October

► WORK-IT WEDNESDAY WORKSHOP

10/13 | 4p-5p Zoom
Job Announcements + How to Apply

► GRADUATE & PROFESSIONAL SCHOOLS DAY EXPO (GPSD)

10/19 | 10a-2p Career Fair Plus, virtual

► WORK-IT WEDNESDAY WORKSHOP

10/27 | 4p-5p Zoom
Ready, Set, Go: What a Manager Wishes You Knew

November

► WORK-IT WEDNESDAY WORKSHOP

11/3 | 4p-5p Zoom
Imposter Syndrome

► FEDERAL EMPLOYMENT PREPARATION WEEK - [In-person + virtual]

11/9 | 11a-2p
New School of Business, Clyde Foster Multipurpose Room
Federal Employer Information Tables

11/10 | 12p-1p
New School of Business, Clyde Foster Multipurpose Room
Navigating USAJobs.gov

11/10 | 4p-5p Zoom
How to Create a Federal Resumes

11/11 | 12:30p-2p
Veterans Day Keynote Speaker
In partnership with the Office of Veteran Affairs and Disability Services

11/12 | 10p-2p Zoom
Resume Reviews + Mock Interviews

► WORK-IT WEDNESDAY WORKSHOP

11/17 | 4p-5p Zoom
Salary Negotiation: How to Get the Best Offer

Note: Events and Venues are Subject to Change.

Silver Sponsors:



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Medtronic

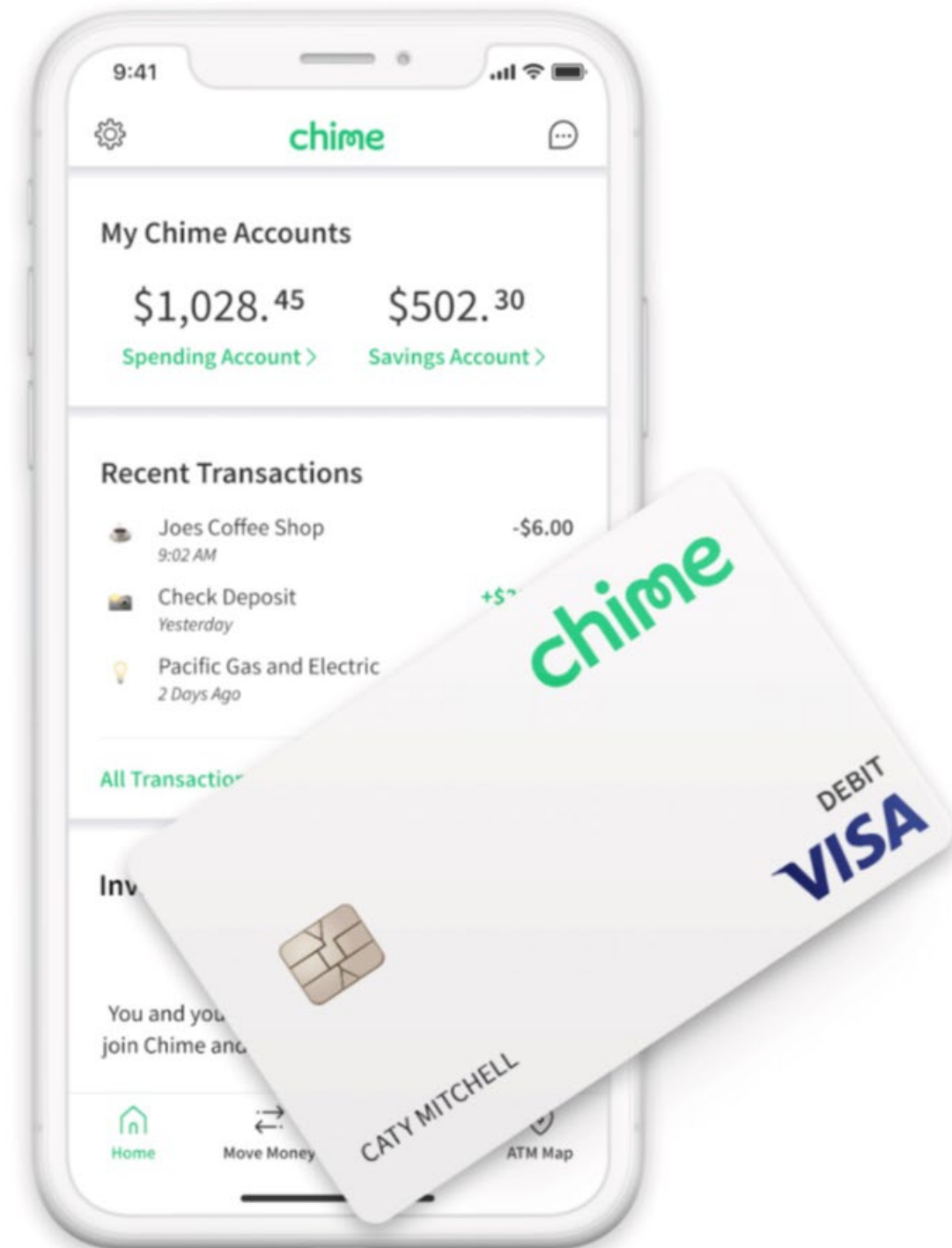


Banking Made Awesome.

Featured



nerdwallet



I HAVE AN INTERVIEW

NOW WHAT DO I DO?

Congrats!

**Breathe. Relax. Research.
Practice. Repeat.**

First, make sure you prepare for and understand the difference between Traditional and Behavioral Based questions.

Traditional questions are usually pretty straight forward. They give the interviewer a chance to get to know more about you.

Behavioral questions are designed to give an employer an idea of how your past performance could impact your future behavior. The questions usually start with, *Tell me about a time when you...*

Examples of **Traditional questions** are below:

Personal

*Tell me about yourself?
What do you like to do in your spare time?
Where do you want to be in five years?
What are your strengths? Weaknesses?*

Education

*Why did you choose your major?
Why did you choose to attend your university?
In what campus activities do you participate?
Tell me about your leadership skills.
Which classes did you like best? Least? Why?
If you were to start over, what would you change about your education?
Do your grades accurately reflect your ability? Why*



or why not?

Were you financially responsible for any portion of your college education?

Experience

*What job-related skills have you developed?
What types of jobs have you had while in school?
What did you learn from these work experiences?
Have you ever performed any volunteer work?
How would a former supervisor describe your work?*

Workplace Fit

*Where do you see yourself in 5 years?
What type of leadership style do you prefer?
How do you feel about working with a team?
What type of work setting do you prefer?
Are you able to work on several assignments at once?
How do you feel about the possibility of relocating?*

General Questions

*What do you know about our organization?
Why should we hire you instead of another candidate?
Why are you interested in working for our company?*

Be sure to check out the employer's website and look them up online.

Always answer Behavioral questions with the STAR Method.

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The S.T.A.R. Method

SITUATION

TASK

ACTIONS

RESULTS

SITUATION

Describe the situation or event that you/your employer were faced with.

TASK

What were YOU responsible for doing to address the situation?

ACTIONS

What specific actions did YOU take to complete the tasks?

RESULTS

What was the end result? Choose a situation that has a positive ending.

The S.T.A.R. Method

Common Behavioral Interview Questions and suggestions for answering them:

Please share a time when you set a goal for yourself and achieved it

Outline your motivation and process for setting goals and reaching objectives. Examples include earning a certain GPA or grade in a class, being chosen to join a team, winning an award, and joining an organization. Your example should show that you are ambitious, dedicated and determined.

Tell me about a difficult problem you solved at school or work and how you came to a resolution

Walk through your process for recognizing a problem and developing a solution. Conflict could be difficulty getting everyone to meet at the same time, so developing a tailored schedule; working on a project with someone who didn't pull their weight; suggesting to your dean how xxx would streamline a process..

Tell me about a time when you made a mistake and how you handled it

Be sure to take responsibility for your actions. Share what you learned from your mistake to ensure it doesn't happen again. Don't get too personal in your response.

Share a time when you faced and overcame an unexpected challenge

Your answer should show your flexibility and how you react to unforeseen circumstances either at work or in other aspects of their life. Employers want staff who can quickly shift their attention and reprioritize tasks. Situations related to the pandemic could be great examples: class, work, location.

Tell me about a time when you worked on something that failed

Your answer can be about a class project, a sports competition, an exam, running for an officer's role in high school or college.

Tell me about a time when you experienced conflict at school or work. How did you overcome it

Your answer should demonstrate your ability to stay calm under pressure, professionalism, interpersonal communication skills.

Tell me about a time when you were under a lot of stress and how you handled the situation

Your answer will help the employer determine how well you're equipped to perform their job in a variety of stress-inducing conditions, such as when the team is understaffed, or a timeline is reduced.



At the end of the interview, employers ask if you have any questions for them.

Always, Always, Always
have questions for
the Interviewer.

Choose 1-3 of the following questions based on the flow of your interview. Take notes. Choose different types of questions.

What are the characteristics of someone who would succeed in this role?

Will you describe the day-to-day responsibilities of this role?

If hired, what could I do to help make an impact within the first 90 days?

How would you describe the workplace environment?

If I were in this job, how would my performance be measured?

What do you see as the most challenging aspect of this job?

Have I sufficiently answered all of your questions?

What type of training opportunities are available for new employees?

What do you like most about working here?

What opportunities for advancement do you have for high-performing employees?

How long have you worked here, and what made you accept the offer?

May I contact you if I have further questions?

What are the next steps in the process?

Need more help?
YouTube has helpful videos.

AVOID saying anything negative.

HELPFUL TIPS:

- » Get the employer's email address.
- » Send a thank you note within 24 hours.
- » Look up the employer in LinkedIn.
- » Send an invitation to connect with a brief, error-free note: *It was great meeting you at the AAMU Career Fair. I hope we can keep in touch.*



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Industrial Services
Concrete
Metal Roofing/Siding
Steel Buildings

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Your Brand

*Do I really need to dress up for every virtual event?
Sometimes you can't even see the speaker.*

Career Development Services will host virtual employer events throughout the semester. The Spring 2021 Career Fair will be comprised of virtual 1:1 sessions with employers, set up in ten-minute intervals, and 30-minute group sessions, which will be comparable to information sessions.

**You only get one chance to make a first impression.
When in doubt, dress to be seen.**

Do I always have to wear business attire?

No. However, employers recognize when you take the time to present yourself in a professional manner; make time to dress appropriately and be well groomed. Note: webinars do not have video.

What's appropriate attire?

For Employer Information sessions

Business and business casual attire are both acceptable.

For Career Fairs, Interviews, 1:1 meetings

Professional business attire is expected.

Attire	Description
Business Casual	Casual blazer Polo or button-down shirt, sweater set, or blouse Khakis, dress pants, or skirt Simple jewelry Comfortable shoes (will not be visible)
Business Attire	Dark suit with a light shirt or tailored dress Conservative tie Simple jewelry Comfortable shoes (will not be visible)



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Your Virtual Presence

Be Punctual.

Know the time zone of the interview. Arrive early. Being on time is considered late.

Be Present.

Body language communicates loudly and clearly. Look into the camera when you're talking to employers. Good posture shows attentiveness; slouching and looking around can give the impression that you're not very interested. Be careful with hand gestures because they can be a distraction.

Be Informed.

Conduct research on employers in advance. Google the company and industry, and go to the employer's website. If you have the recruiter's name, look for their LinkedIn profile. Have several questions ready in case someone asks your question or the employer provides the answer. Have a pen and paper with you so you can take notes and jot down new questions that come to mind.

Be Confident.

Knowing yourself and something about the employer will allow you to present yourself with confidence.

Be The Focal Point

Minimize background distractions. The recruiter will be taking note of everything they see, and you want the emphasis to be on YOU, not your background. Have a clean, neutral background. Be sure to sit at a table or desk.

A HIRE STANDARD.

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Harness your potential and apply now.
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» Meryle has provided examples of what **NOT** to do on any Zoom call with an employer.



BE CAMERA-READY



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BE TECH-READY

Test Your Internet + Video Connection

Use a desktop, laptop or propped-up tablet instead of a smartphone that will need to be held throughout the conversation. Download and familiarize yourself with the necessary software.

Test your technology and practice **at least one day before** a virtual meeting with an employer.

Make sure that your internet connection is functioning and that your audio and video are working properly.

Clean up Busy Backgrounds

If you need a clean, simple background, [Click Here](#) to use one that has been provided by AAMU.

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Awesome**

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HOW DO I **SIGN UP** FOR THE VIRTUAL CAREER FAIR?

WE'LL HELP YOU GET THERE.

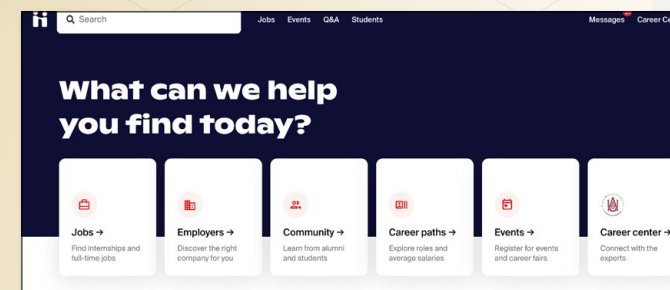


But first, be prepared...

- **Conduct research in Advance**
- **Practice interviewing with the STAR method**
- **Make sure you are Camera Ready**
 - Professional attire
 - Sit at your desk or a table with a clean, simple background (use an AAMU background if needed)
- **Test your internet connection**
- **Show up On Time**
- **You are Ready!**

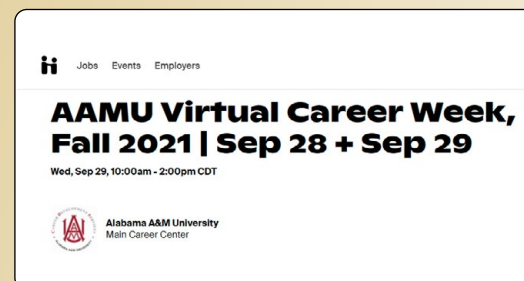
FOLLOW THESE EASY STEPS...

1. Log in to Handshake



2. Click on Career Center

3. Click **AAMU Fall 2021 Career Week**

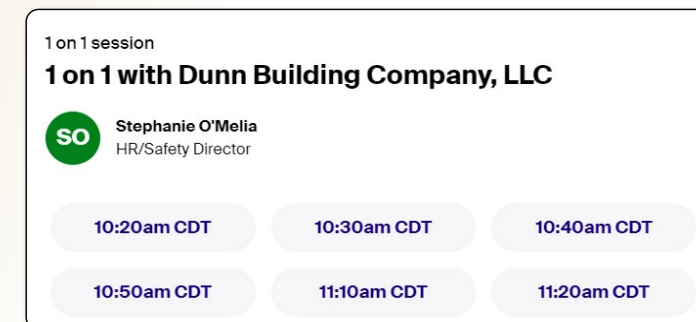
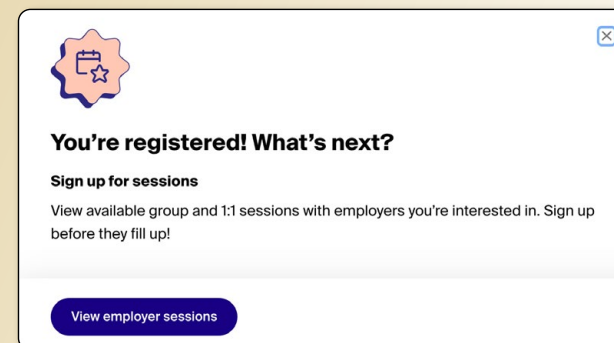


4. Review info on employers you're interested in

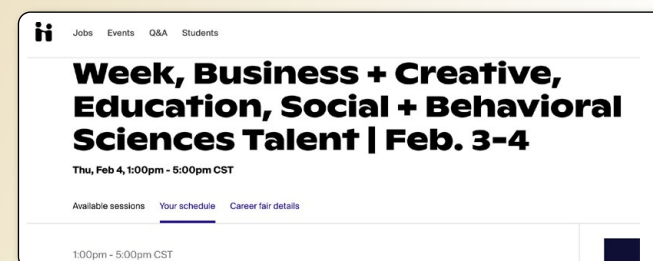


5. Register for the Career Fair, then:

- Sign up for as many 1:1 and Group Sessions as you want
- Be careful not to double book
- Mark the sessions on your calendar



6. Click Your Schedule to see the sessions you've signed up to attend. When it's time for your 1:1 or Group Session, click the Join video link.



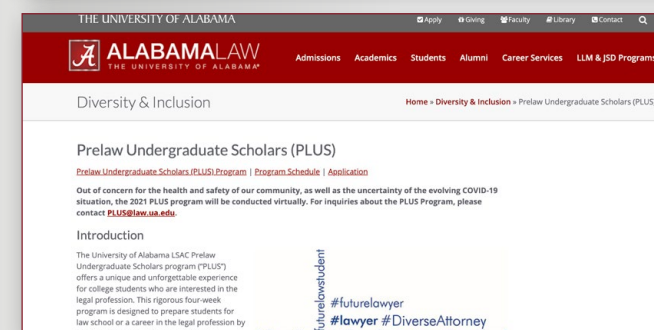
There aren't many employers recruiting for my major.

What Should I Do?



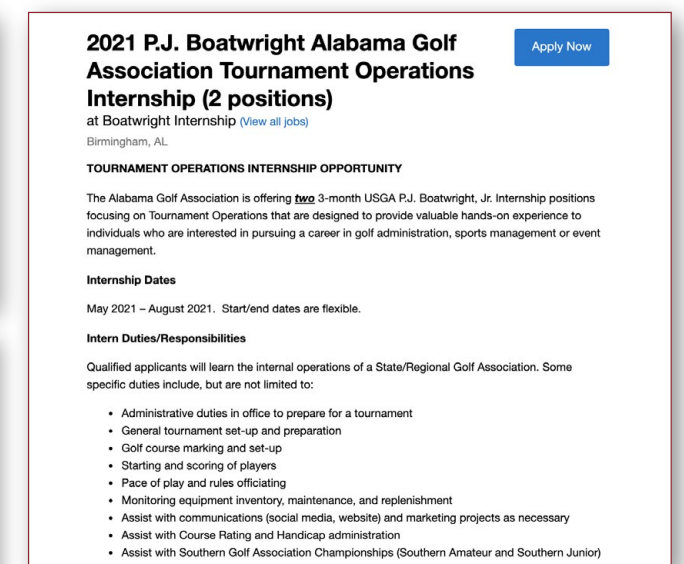
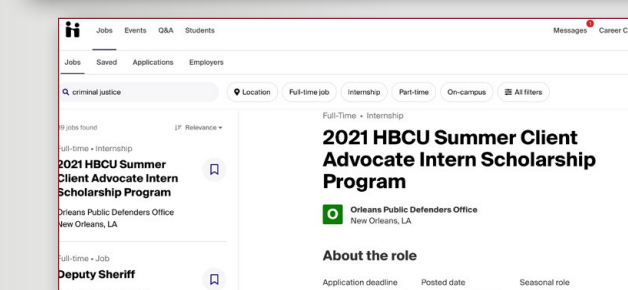
Surf the Net

Many universities with professional programs, and industry-related organizations host summer programs. You can search for them online or reach out to your CDS career counselor for assistance.



Search Handshake

Many employers that don't attend career fairs post positions in Handshake. The system will provide posts based on your profile. Please take time to create and complete your Handshake profile.



Meet with your CDS Career Counselor

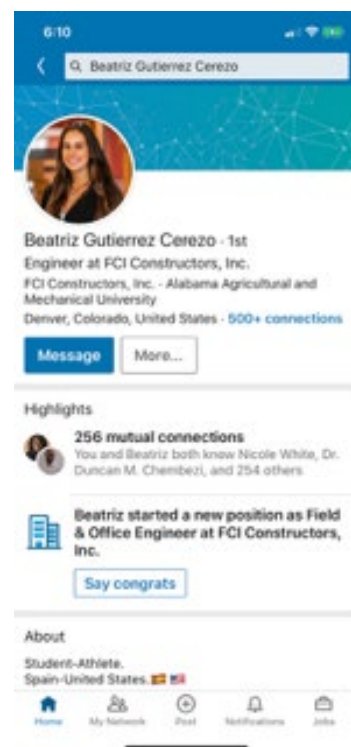
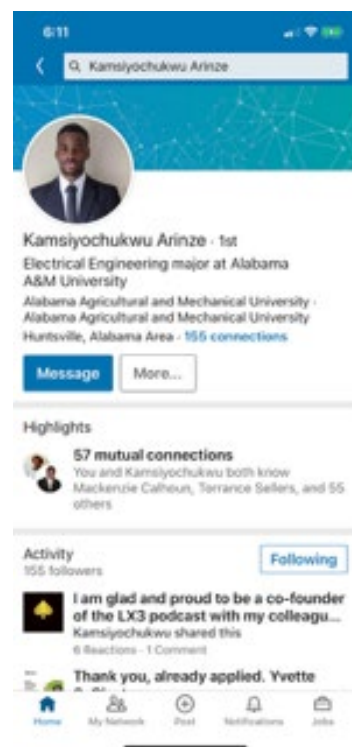
handshake

VS.

LinkedIn

Which one do I need?

Answer: BOTH



Handshake is a platform for college students and recent grads. More than 500,000 employers post internships, co-ops and entry-level career opportunities on Handshake. College career placement offices use Handshake to connect students with employers, and to host virtual career fairs, information sessions and other events.

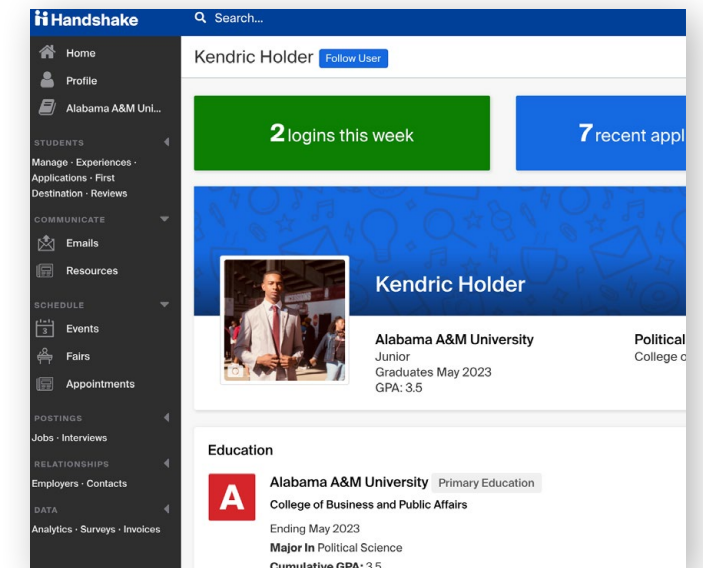
Employers reach out to students directly through Handshake if they have profiles that align with their employment opportunities. Therefore, it is important for students to have complete profiles and resumes posted.

Check this out:

[General information](#) on Handshake

Virtual Career Fair [Tip #1](#) and [Tip #2](#)

Info showing how to use [Handshake's Mobile App](#)

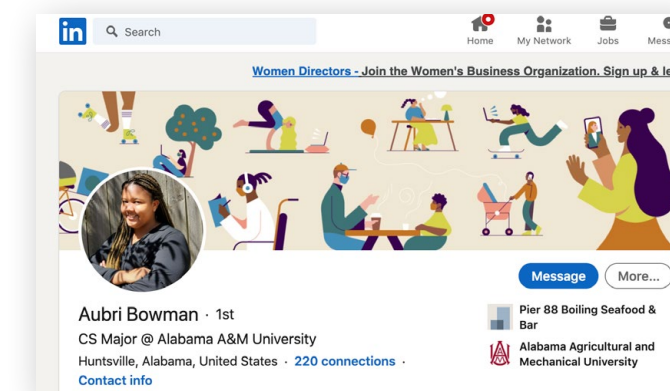


LinkedIn is the world's largest virtual professional virtual network. Use LinkedIn to:

- Find an internship or career opportunity
- Establish and strengthen professional relationships
- Build their brand through personal posts
- Take courses to develop skills needed to succeed in their career

A complete LinkedIn profile will help you connect with opportunities by showcasing your unique professional story through experience, skills, and education. You can also use LinkedIn to join groups, post photos and videos, and more.

Learn how to set up a LinkedIn profile: [Example #1](#) [Example #2](#) [Example #3](#)



A series of blue silhouettes of people in business attire, arranged in a diagonal line from the top left to the bottom right, with varying sizes and colors (dark blue, medium blue, light blue).

NET WORKING

Networking will probably be the single most effective method of advancing your career throughout your work life, because it plays a role in the majority of hiring decisions.

Never underestimate who might be able to help you advance your career. Seek opportunities to meet people. Brief, casual encounters can lead to your next career opportunity.

Bulldog Introduction

Develop + practice your **Bulldog Introduction**, which is comparable to a 30-second elevator pitch. Differentiate yourself. Examples are below.

- » Hello! My name is *Bull Dog*. I am a *senior* double majoring in *Computer Science* and *Business Administration* at Alabama A&M University. How are you doing today?
- » Good afternoon! My name is *Bull Dog*. I am a *junior* majoring in *Food Science* at Alabama A&M University. I am president of the *The Food Science Club* and have completed *two internships* in my field. It's nice to meet you.
- » Good morning! I am *Bull Dog*, a *sophomore* majoring in *Social Work* at Alabama A&M University. I am the treasurer of the Honors Program. It's a pleasure to meet you.

Sample questions to ask while networking:

(Start with one question and go with the flow. It's a conversation, not an interview)

- How are things going? What brings you here?
- What do you do?
- How long have you worked there?
- What made you choose to work there?
- What do you like/dislike most about your work?
- How has the pandemic impacted your work?
- Where did you grow up?
- What type of professional and personal skills does it take to succeed in this field?
- What charitable cause are you passionate about?
- What do you see as the major issues/ trends in the field today?
- What do you wish you had known about your profession before you started?
- What books would you recommend that I read?
- What suggestions do you have for students regarding their job search strategy?
- Can you recommend any classes that I take?
- May I keep in contact with you?





Image: Norfolk Southern Cousins



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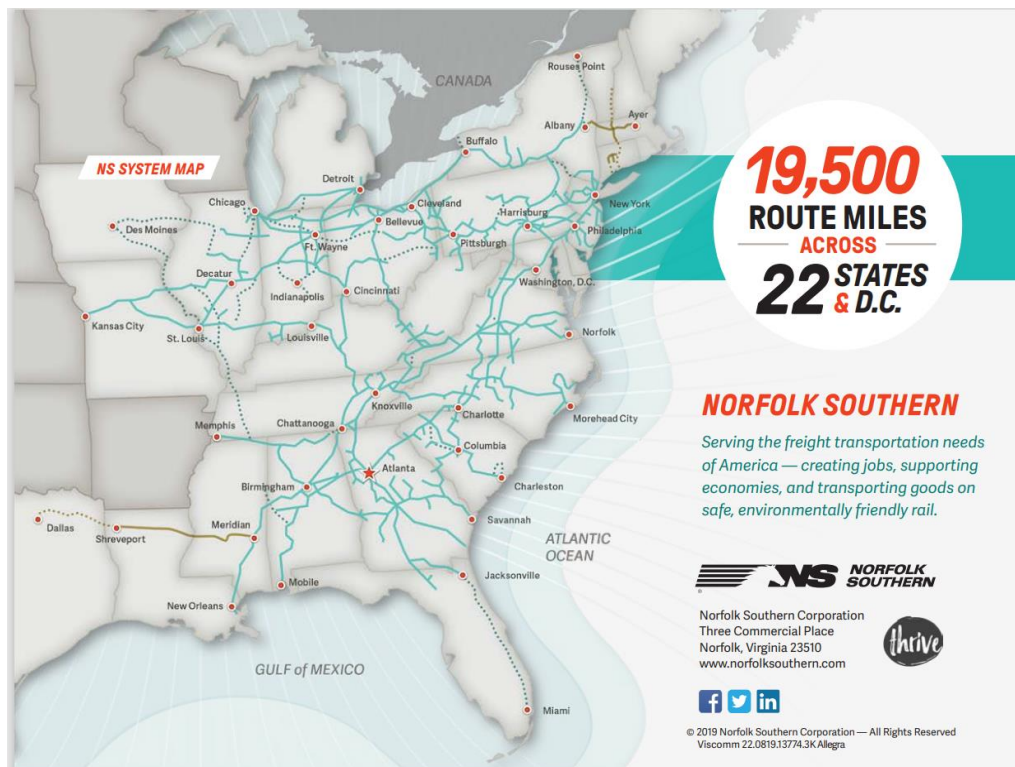
WHAT WE MOVE
 MOVES THE ECONOMY



COMMITTED TO SUSTAINABLE PRACTICES

1 = 280
 440+ OF FREIGHT

Rail is the most fuel efficient way to transport goods over land; but our commitment to the environment doesn't just stop there. In addition to lowering our carbon emissions by almost 9% in the last five years, we are involved in many wildlife and habitat conservation projects across the 22 states where we operate.



Working in the field
 Working in the field requires leadership skills and the ability to work in a non-traditional lifestyle in a 24/7 work environment. Depending on the job, supervisors can expect to manage a team with goals such as securing locomotives, building railroad infrastructure, or managing a railroad.

NS FIELD DEPARTMENTS	STARTING PAY*	Advanced Machinery	Business Management	Construction Management	Heavy Civil	Logistics	Medical Engineering	Construction Engineering	Manufacturing Engineering	Chemical Engineering	Engineering Technology
Operations Supervisor	\$65,000+	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Electrical Engineering Supervisor	\$64,000+	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Construction & Engineering Supervisor	\$64,000+	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Locomotive Construction & Repair Supervisor	\$64,000+	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Freight Car Repair Supervisor	\$64,000+	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

*Supervisors receive a \$5,000 pay increase at completion of their training program

INTERNS / CO-OPS

Spring, Summer, and Fall opportunities in both field and office settings
 Must be an actively enrolled student pursuing a bachelor's degree or higher
 Commitment to a 40-hour* work week and possibility of relocation

COMPENSATION

Year	Monthly Rate
Freshman	\$2,500
Sophomore	\$2,800
Junior	\$3,000
Senior	\$3,300
Postgraduate	\$3,664

\$800 monthly housing stipend available for those who qualify.