

NON-TRADITIONAL STUDENT ORGANIZATION **MEETING MINUTES FOR 2-27-2007**

The seventh meeting of the year officially began at 2p.m. on 2-27-2007. Debra Clifton and Jen Hullinger were the officers not present at the meeting.

FIRST ORDER OF BUSINESS:

Today we had Vinessa Mundorff, the employment specialist from career services give a resume writing workshop that is specifically tailored for the non-traditional students at Sam Houston State University. Ms. Mundorff, who is also a staff advisor for NTSO, presented a 45-minute power point presentation entitled "Resume Writing for the Over 25 Crowd." A copy of the power point presentation will be on the NTSO blackboard account; NTSO is listed under student organizations on the course catalog in blackboard. The presentation for resume writing went over transferable skills for students who are entering college life at an older age or after having already established a career within a particular field. Transferable skills are defined as abilities, skills, competencies, that an individual has developed in life and through work experiences. Some examples of transferable skills include: raising children, volunteer work, class work, projects, research papers, hobbies, sports, clubs, organizations, and affiliations. The first step for determining what skills might be transferable for a resume involves analyzing the skills, duties, and responsibilities for the job position of interest. The second step is to market the skills that you are acquired to illustrate how these experiences will benefit a particular employer. According to Ms. Mundorff, the average employer spends seven seconds scanning a resume to determine if the individual will make a good candidate for interviewing. We also discussed five basic skill sets that will help an applicant to determine his or her transferable skills. The five skill sets for transferable skills include: communication, research and planning, human relations, organization, and work survival. She also discussed the key points to address when constructing a well written resume which include the following: the resume must be created to be used as a marketing tool; the writing must be clear, concise, and consistent; the document should only be one page long unless the job applicant is over 45 years of age or has a long established career; the work history on the resume should not go back any further than eight to ten years; the job descriptions should include plenty of action verbs. When asked how to avoid age discrimination in the job applicant selection process, Ms. Mundorff explained that the applicant does not have to mention all of the work history in the "Work History" and "Summary" sections of a resume. The job applicant should go back as far as necessary when constructing a resume to prepare for a particular job opening. When asked how to handle a gap that exists within a resume, Ms. Mundorff explained that the job applicant should make a positive and unapologetic statement about the gap and what was accomplished during that time period. If an applicant has no experience that applies to a particular job, than use transferable skills to market the resume. The job applicant must convince the employer that he or she has the skills that are wanted and needed for the position. Ms. Mundorff explained that the most important aspect of preparing for a job interview is that the job applicant must look and act confident upon presenting the transferable skills to a potential employer. For more information about Career Services at SHSU, resume writing, and interview skills you can contact Vinessa Mundorff at 936-294-1712, Monday through Thursday.

SECOND ORDER OF BUSINESS:

The second order of business was the upcoming gala that will be held in the Lowman Student Center on 3-24-07, from 5p.m. until 9p.m. We need volunteers to help out with many aspects of the dance. We need NTSO members to volunteer with decorating for the event, and to also help with the kid's place that will be set up on the third floor of the LSC for babysitting at the event.

OTHER ORDERS OF BUSINESS:

The theme for the dance will be "A Walk in the Park" and we will construct a replica of New York City Central Park at the entrance of the event. Katie Plunkett, a Genetic Counselor from Baylor University, will be the guest speaker at the dance to discuss facts regarding the Huntington's Disease. Ticket sell will be all day in the LSC Mall Area from 3-7-07 (Wed.) to 3-9-07 (Fri.) and from 3-19-07 (Mon.) to 3-23-07 (Fri.), or email NTSOpres@hotmail.com for ticket information.

Typed by: Andrea Woodlief, NTSO-Business Manager

The cost of attending the event is \$10 per individual and \$15 per couple (includes dinner and dancing) and the proceeds from the ticket sale will benefit the Huntington's Disease Society of America (HDSA). Please purchase a ticket for the event and support both the HDSA and the Non-Traditional Student Organization. NTSO would like to make this an annual spring time event with dinner and dancing, and proceeds earned from the event will benefit a non-profit organization or a charitable cause. We will be having a social gathering at the McDonald's Playland in Huntsville on 3-26-07 from 7p.m. to 9p.m. Our next meeting for NTSO will be held on 3-27-07, in LSC room 308, from 2p.m.-3:15p.m. The guest speaker will be Dr. Bernice Strauss, the Director of Academic Programs for the Student Advising and Mentoring Center to give a *"Time Management Seminar."* Dr. Bernice Strauss is also the new faculty advisor for NTSO. We will send a notice over the listserv and in blackboard if the room number changes for the meeting.