

NTSO Meeting

January 25th, 2006

Call to Order:

Meeting began at 11:45
Introductions of Guest Speaker:
Vinessa Mundorff from Career Services

New Business:

- The upcoming bake sale was also discussed, and we will talk more about this at the February meeting.
- Ray Martin will be joining the fundraising committee to obtain funding for NTSO, but the web page and cap/gown exchange committees remain vacant.

Old Business:

- We voted to finalize ANTSHE as the national organization we will join.
- We voted on some changes that were made to the constitution regarding UFO funding from the Student Government Association.
 - The president will work with the SGA each year to obtain UFO funding for the organization.
 - The secretary will manage any fundraising events, and make sure that all of the SGA rules are being followed to maintain UFO funding.

Guest Speaker: Vinessa Mundorff from Career Services

- The employment counselors at Career Services provide students at SHSU with career advice, help with interviewing, and assistance with preparing a resume.
- The hours for Career Services are 9a.m.-5p.m., Monday thru Friday, and they are located on Bearkat Blvd across the street from King Hall.
- Career Services has a special room with information on corporate and school district job openings; corporate history and benefits can be found here too.
- The room also has information on student jobs and SHSU staff positions.
- The counselors who work at Career Services are trained for assisting students with interview practice, resume writing, and searching for the right career.
- Vinessa talked about interview techniques specifically designed for non-traditional students and the steps to writing a good resume.
- During the meeting, Vinessa presented a slide show of interview and resume writing techniques.
 - The slide show started with basic resume writing tips and advice on how to market a well-written resume.
 - She talked about what items to include in a good resume and what items to leave off; she also discussed how to handle illegal questions.
 - The slide show went step by step through the eight resume components, and demonstrated the process of building a good resume.
 - For more information on the slide show, a copy has been included at (www.shsu.edu/~org_ntso/meetings2004_2006.html).

Upcoming Activities: February 18th, Get-Together at Jose's Restaurant 7p.m.

Next Meeting: February 22nd, 11:45 – 1:00 @ LSC Rm 319