Christendom College

2026-2027

Top Careers Guide



CHRISTENDOM COLLEGE CAREER PREP
CHECKLIST

FRESHMAN ← BEGIN

- ☐ Join a club, organization, team, or group
- ☐ Participate in volunteer activities or get an on-campus job or internship
- ☐ Attend various Student Activities Council (SAC) events, help out when possible
- ☐ Learn how to use Microsoft Office Suite - Word, Excel, Powerpoint, Outlook
- ☐ Develop your writing and communication skills
- ☐ Meet with Mrs. Stephens to discuss career exploration

SOPHOMORE

- ☐ Do informational interviews to gain insights into various career fields
- ☐ Talk to employers who visit campus
- ☐ Get career-focused experience on campus or during the summer
- ☐ Search for internships to get during the school year and summer
- ☐ Learn about professional dress and etiquette
- ☐ Make connections on LinkedIn - other students, family, friends, relatives, groups, etc.
- ☐ Complete a mock interview
- ☐ Meet with Mrs. Stephens to find internships

JUNIOR

- ☐ Research grad school, if applicable, and ask professors for letters of recommendation
- ☐ Complete an internship during school year or summer
- ☐ Connect with an alumni mentor or other professional
- ☐ Have a professional headshot taken
- ☐ Research several employers of interest
- ☐ Talk to employers who visit campus
- ☐ Meet with Mrs. Stephens to research grad school and/or employers

SENIOR

- ☐ Create a practical job search plan
- ☐ Practice interviewing and writing cover letters; update your resume
- ☐ Gather professional references
- ☐ Create email alerts on various job sites to allow you to be notified of openings
- ☐ Apply for grad school or fellowship opportunities
- ☐ Connect with alumni in your field of interest
- ☐ Create a sample monthly budget to determine monthly income needs
- ☐ Prepare two interview outfits
- ☐ Network with professionals in your field of interest through events and LinkedIn
- ☐ Research housing opportunities; find roommates
- ☐ Meet with Mrs. Stephens to submit job and grad school applications

END →



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2026-27

THE BEST CAREERS FOR YOUR PERSONALITY TYPE

Did you know that your personality type can determine which career you'll be happy with? You can't deny who you are, but you can find a career that suits your nature. Are you a visionary leader, or a humble helper? A logical analyst or a free-spirited artist? No matter your type, there's an ideal career out there for you.

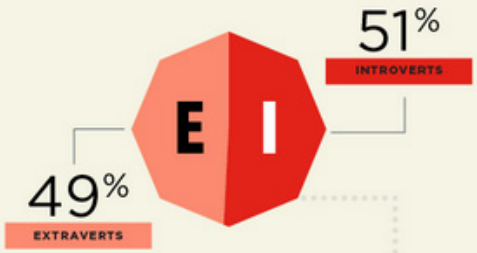


THE FOUR DIMENSIONS OF PERSONALITY TYPE

ENERGY STYLE

Extraverts like working with other people, on teams, and in busy spaces.

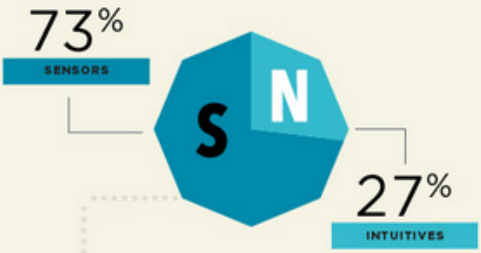
Introverts like working independently or in small groups, in calm, quiet spaces.



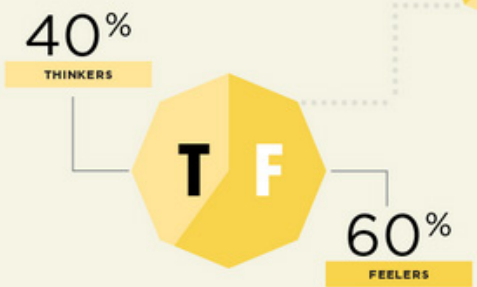
THINKING STYLE

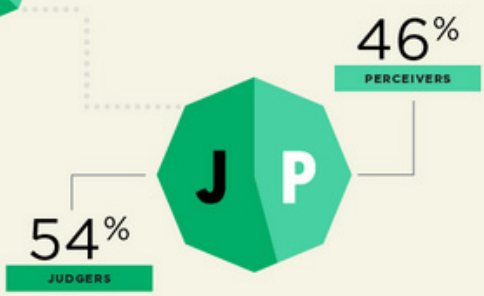
Sensors like working with concrete things like people, data, and machines.

Intuitives like working with abstract things like theories, ideas, and possibilities.









VALUES STYLE

Thinkers want work that uses their intelligence and lets them excel.

Feelers want work that reflects their values and helps other people.

LIFE STYLE

Judgers like organization and a structured, orderly workplace.

Perceivers like flexibility and freedom,and don't mind a little bit of chaos.

IDEAL JOBS FOR EVERY TYPE

PRAGMATISTS

Pragmatists love their work when they can use logical systems to produce tangible results.

ESTJ
Practical Supervisors

General Manager
Insurance Agent
Loan Officer
School Administrator



CHEF

ISTJ
Productive Realists

Accountant
Office Manager
Probation Officer
Logistician



SYSTEMS ADMINISTRATOR

ESTP
Agile Troubleshooters

Building Contractor
Police Detective
Financial Advisor
Sales Manager



MILITARY OFFICER

ISTP
Adaptable Technicians

Carpenter
Mechanic
Computer Hardware Engineer
Operations Analyst



POLICE OFFICER

ESTJ
EFFICIENT, OUTGOING, ANALYTICAL, SYSTEMATIC, DEPENDABLE, REALISTIC. LIKE TO RUN THE SHOW AND GET THINGS DONE IN AN ORDERLY FASHION.

ISTJ
RESPONSIBLE, SINCERE, ANALYTICAL, RESERVED, REALISTIC, SYSTEMATIC. HARDWORKING AND TRUSTWORTHY WITH SOUND PRACTICAL JUDGEMENT.

ESTP
OUTGOING, REALISTIC, ACTION-ORIENTED, CURIOUS, VERSATILE, SPONTANEOUS. PRAGMATIC PROBLEM SOLVERS AND SKILLFUL NEGOTIATORS.

ISTP
ACTION-ORIENTED, LOGICAL, ANALYTICAL, SPONTNEOUS, RESERVED, INDEPENDENT. ENJOY ADVENTURE, SKILLED AT UNDERSTANDING THINGS.

CARETAKERS

Caretakers love their work when they can do practical things to help other people.

ESFJ
Caring Providers

Elementary Teacher
Child Care Director
Nutritionist
Cosmetologist



REGISTERED NURSE

ISFJ
Sensible Helpers

Social Worker
Bookkeeper
Medical Secretary
Executive Assistant



KINDERGARTEN TEACHER

ESFP
Outgoing Entertainers

Recreation Director
Customer Service Rep
Receptionist
Dental Assistant



BARTENDER

ISFP
Attentive Artisans

Veterinary Technician
Equipment Repairer
Surveyor
Home Health Aide



JEWELER

ESFJ
FRIENDLY, OUTGOING, RELIABLE, CONSCIENTIOUS, ORGANIZED, PRACTICAL. SEEK TO BE HELPFUL AND PLEASE OTHERS, ENJOY BEING ACTIVE AND PRODUCTIVE.

ISFJ
WARM, CONSIDERATE, GENTLE, RESPONSIBLE, PRAGMATIC, THOROUGH. DEVOTED CARETAKERS WHO ENJOY BEING HELPFUL TO OTHERS.

ESFP
PLAYFUL, ENTHUSIASTIC, FRIENDLY, SPONTANEOUS, TACTFUL, FLEXIBLE. HAVE A STRONG COMMON SENSE, ENJOY HELPING PEOPLE IN TANGIBLE WAYS.

ISFP
GENTLE, SENSITIVE, NURTURING, HELPFUL, FLEXIBLE, REALISTIC. SEEK TO CREATE A PERSONAL ENVIRONMENT THAT IS BOTH BEAUTIFUL AND PRACTICAL.

THEORISTS

Theorists love their work when they can come up with innovative new ideas and inventions.

ENTJ
Driven Directors

Executive
Engineer
Attorney
Architect



PHYSICIAN

INTJ
Strategic Masterminds

Software Developer
Technical Writer
Judge
Surgeon



MICROBIOLOGIST

ENTP
Inspired Inventors

Urban Planner
Entrepreneur
Producer/Director
Real Estate Agent



REPORTER

INTP
Independent Scientists

Software Engineer
Medical Scientist
Mathematician
Psychiatrist



COLLEGE PROFESSOR

ENTJ
STRATEGIC, LOGICAL, EFFICIENT, OUTGOING, AMBITIOUS, INDEPENDENT. EFFECTIVE ORGANIZERS OF PEOPLE AND LONG-RANGE PLANNERS.

INTJ
INNOVATIVE,INDEPENDENT, STRATEGIC, LOGICAL, RESERVED, INSIGHTFUL. DRIVEN BY THEIR OWN ORIGINAL IDEAS TO ACHIEVE IMPROVEMENTS.

ENTP
INVENTIVE, ENTHUSIASTIC, STRATEGIC, ENTERPRISING, INQUISITIVE, VERSATILE. ENJOY NEW IDEAS AND CHALLENGES, VALUE INSPIRATION.

INTP
INTELLECTUAL, LOGICAL, PRECISE, RESERVED, FLEXIBLE, IMAGINATIVE. ORIGINAL THINKERS WHO ENJOY SPECULATION AND CREATIVE PROBLEM SOLVING.

EMPATHS

Empaths love their work when they can improve people's lives and make the world a more beautiful place.

ENFJ
Inspiring Guides

Nonprofit Director
Teacher
Health Educator
PR Specialist



MINISTER

INFJ
Compassionate Counselors

School Counselor
Writer
Interior Designer
Pediatrician



VETERINARIAN

ENFP
Expressive Advocates

Recreational Therapist
Restaurateur
Preschool Teacher
Travel Writer



LANDSCAPE ARCHITECT

INFP
Creative Individualists

Animator
Psychologist
Librarian
Author



FINE ARTIST

ENFJ
CARING, ENTHUSIASTIC, IDEALISTIC, ORGANIZED, DIPLOMATIC, RESPONSIBLE. SKILLED COMMUNICATORS WHO VALUE CONNECTION WITH PEOPLE.

INFJ
IDEALISTIC, ORGANIZED, INSIGHTFUL, DEPENDABLE, COMPASSIONATE, GENTLE. SEEK HARMONY AND COOPERATION; ENJOY INTELLECTUAL STIMULATION.

ENFP
ENTHUSIASTIC, CREATIVE, SPONTANEOUS, OPTIMISTIC, SUPPORTIVE, PLAYFUL. VALUE INSPIRATION, ENJOY STARTING NEW PROJECTS, SEE POTENTIAL IN OTHERS.

INFP
SENSITIVE, CREATIVE, IDEALISTIC, PERCEPTIVE, CARING, LOYAL. VALUE INNER HARMONY AND PERSONAL GROWTH, FOCUS ON DREAMS AND POSSIBILITIES.

TOP CAREER FIELDS FOR CHRISTENDOM GRADUATES

Christendom College alumni are employed in every field imaginable, and have attended a myriad of graduate schools. But over the years, a number of specific career fields have drawn a majority of our recent graduates. They have found these 12 particular career fields to be easy to transition into from college - with simply their Christendom degree and some relevant experience.

The **Top Careers/Vocations** for Christendom alumni who want to go directly into their desired career/vocation following graduation include:

- **Stay at Home Mom**
- **Religious Vocations**
- **Business Management**
- **Writing, Public Relations, Communications**
- **Teaching - Primary or Secondary Level**
- **Graphic Design & Media**
- **Program, Project, and Event Management**
- **Religious Ministry & Missionary**
- **Sales**
- **Trades**
- **Administrative Professional**
- **Customer Service**

Sometimes, alumni are interested in pursuing another field that requires more education, training, or certifications in order to enter the field.

The **Top Careers** that attract Christendom alumni who are interested in taking on more education or training post-graduation include:

- **First Responders & Law Enforcement**
- **IT/Software Development/Cybersecurity**
- **Law**
- **Nursing**
- **Counseling**

The following pages detail some important aspects to consider when deciding on a specific career field. Students should understand that these above-mentioned career fields are not the only fields in which alumni have entered, simply the more popular ones. If you are interested in a field not represented in this booklet, please let the Career & Professional Development Office know.



Stay at Home Mom

A Stay at Home Mom is a mother who takes care of her children at home rather than working outside or placing the child in a daycare. Typical work activities include nursing and feeding infants, changing diapers, preparing and serving meals, doing household chores, creating budgets and paying bills, doing laundry and ironing, homeschooling children or picking and dropping them to and from school, helping kids with their homework, buying groceries and household items, driving to extra-curricular activities, and putting on special events. Some Stay at Home Moms choose to work part-time jobs or create "side hustles" that work with their schedules. There is no "one way" to be a Stay at Home Mom.

Skills Required

- Patience
- Time Management
- Prioritization Abilities
- Crisis Management
- Problem Solving
- Communication
- Perseverance
- Conflict Resolution Negotiation
- Project Management
- Event and People Management
- Responsibility and Team Management
- Financial Management Abilities
- Creativity and Innovation
- Mentoring Abilities

Education and Experience Recommendations:

- College degree could be helpful, but not required
- Date a variety of men to discern the one for you
- Receptionist
- Administrative Assistant
- Customer Service Representative
- Client Services Associate
- Nanny/Babysitter
- Events Coordinator
- Healthcare Provider
- Kitchen Associate/Caterer
- Teaching Assistant
- Camp/Program Counselor



Religious Vocations

A religious vocation is a special grace that God gives to certain persons, calling them to a life of the evangelical counsels. There are many religious vocations - each with its own charism - including the priesthood, diaconate, and religious life as a sister or brother. Some of those with religious vocations work in the world while others spend their time stationary at their convent or monastery. Some teach, some work in healthcare, some work as missionaries, some spend all their time in prayer, some live in community, some live alone, and some live in parishes.

Skills Required

- A strong faith and deep understanding of the truths of the Catholic Church
- A love of prayer, at least the capacity for developing a desire for prayer
- A readiness to give oneself to a life of sacrifice in the footsteps of Jesus Christ
- A desire to pursue holiness and to assist others achieve eternal life through action or prayer
- Communication, leadership, and teamwork abilities
- The virtues of humility, patience, piety, and obedience
- Good understanding of oneself: personality, virtue/vice tendencies, likes and dislikes
- A willingness to spend time in discernment
- A positive love of the vocation - not a running away from marriage or other things

Education and Experience Recommendations:

- College Degree is sometimes required.
- Further Education/Time in Formation is required
- Go on Retreat with Community
- Spend Time in Adoration
- Religious Education Ministry
- Administrative Position
- Healthcare Provider
- Sacristan
- Missionary
- Catholic School Teacher
- Pro-Life, Homeless Ministry
- Camp/Program Counselor



Business Management

Every organization is a business of some sort. They all have different goals, but in the end, they all need to be managed properly, report to their constituents, balance their budgets, hire and supervise employees, follow federal and state regulations, separate themselves from their competitors, and manage supplies and inventory. Whether you start your own business, or work for someone else, having the ability to understand the needs of your constituents/clients and deliver the desired product on time, on budget, and as expected is what doing business right is all about. And following the Golden Rule - treat others as you would like to be treated - should always be a goal.

Typical Duties

- Recruit, train, and manage staff
- Manage budgets and financial records
- Plan, promote, and market the business
- Deal with customer issues and complaints
- Oversee pricing and inventory control
- Meet sales targets and ensure quality control of products and services
- Manage employee performance and workplace scheduling
- Order, receive, adjust pricing and costs, handle damaged products and returns
- Solve problems and handle unusual circumstances
- Ensure customer service and satisfaction

Essential Traits

- **Enterprising.** Natural leaders who excel at influencing and persuading others will do well in business and retail management.
- **Organized.** The ability to manage multiple projects while staying organized is essential for anyone who wants to be successful in this field.
- **Compassionate.** Business leaders deal with a lot of different people all of the time - customers, clients, parents, donors, suppliers, employees - so the ability to be a great listener, people-focused, and compassionate are at the heart of success in the world of business.
- **Communication skills.** Must communicate with clients, customers, and employees to ensure that everyone understands the purpose and offerings of the business.
- **Customer service oriented.** A focus on customers' needs, and the ability to show responsibility and patience when dealing with tough situations is a must. The customer is always right.
- **Decisive.** With business leaders, the buck stops with them. The ability to make decisions, sometimes quick decisions - based on facts, data, evidence, trends, world events - is essential.
- **Integrity.** To be a man or woman of your word - to do what you said you were going to do - is absolutely necessary in business. It's how your reputation is made, and the success of your business is dependent on it.

Best Personality for the Job - INTP, ENTJ, ENTP, ISTJ, ESTJ, ESTP

Both introverts and extroverts work well in this job field. Those best suited for this job are intuition and logic-driven individuals who will both take risks and do their research. They tend to put customer satisfaction at the very top and get work done in an orderly fashion. They are unafraid to speak the truth, enforce rules and regulations, and do whatever it takes to achieve results.

Education and Experience Requirements:

- College Degree
- Experience in customer service, leadership, sales, marketing, team work, management, or relationship building
- Understanding of Microsoft Office Suite, especially Excel and Powerpoint
- LinkedIn Learning courses in accounting, business, sales, leadership, time management, professional etiquette, etc.

Starting Salary Range:

- $60,000-$70,000

Chances of Being Hired:

- Good chance
- Many companies are looking for recent graduates who are ethical, articulate, smart, organized, disciplined, self-motivated, good with people, and willing to learn the ropes in business

Most Popular Jobs for New Grads:

- Restaurant Manager
- Assistant Retail Manager
- Operations Assistant
- Assistant Sales Manager
- Real Estate Agent
- Business Development
- Office Manager
- Entrepreneur

ALUMNI IN BUSINESS MANAGEMENT

Here to Mentor You



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Sample Job Descriptions

Assistant Store Manager: Duties include providing superior customer service leadership; greeting and assisting customers, and operating cash register and scanner to itemize the customer's purchase. He will assist the Store Manager with scheduling employees, providing adequate training for employees, conducting safety meetings, and ensuring employee compliance with company policies and procedures. Will be responsible for following company work processes to manage merchandise, including receiving, unpacking, stocking, restocking and rotating merchandise on shelves and building merchandise displays. Will assist in ensuring financial integrity of the store through strict cashier accountability, key control, adherences to company security practices and cash control procedures; authorize and sign for refunds and overrides, count register tills, and deposit money in bank. Will assist with management of the store in the Store Manager's absence.

Operations Assistant Manager: Position supervises the day to day container operations in the facility. Responsible for managing the safe and efficient flow of containers through the facility. Must be able to execute a multi-faceted plan of operations involving vessel, yard, gate and warehouse operations and be able to make changes when necessary. Work closely with union labor. The role will move between vessel and yard operations based on need of the day/night operations. Bachelor's degree or equivalent on the job experience. Strong people skills. Experience working with unions preferred. Experience with computer systems MSOffice/TOS. Any combination of experience and training which provides the required knowledge, skills, and abilities.

Restaurant Manager: We are hiring high-energy people leaders to manage all aspects of a restaurant. You will need to deliver quality in a fast-paced, fun atmosphere and direct staff in providing excellent customer service. Responsibilities include: Leading from the front with regard to Production and Service (daily operations) of the restaurant; Management of Sales and Profit projections (P&L); Food Cost Controls; People Management including labor budgets, scheduling, etc. To be successful in this role, you'll need leadership skills and a can-do attitude. Ultimately, you will ensure your restaurant runs smoothly and customers have pleasant dining experiences.

Top Employers of Christendom Grads

- Christendom College
- Enterprise Rent A Car
- EcoNize Closets
- Roofsimple
- Various Real Estate Offices
- Sherwin Williams
- Walgreens
- Hambleton Handyman

"I have hired over 20 Christendom graduates for both full- and part-time employment. I have always been impressed by their ability to work, to learn new tasks, and to take on responsibility in and out of the workplace. My business is quite complicated, and their ability to adapt to various situations is very important."

- Paul Uhlenkott, Owner of EcoNize Closets

MAJORS AND MINORS TO PURSUE

- English Language & Literature
- Philosophy
- Theology
- History
- Political Science & Economics
- Mathematics
- Natural Science
- Classical & Early Christian Studies

BENEFICIAL COURSES AT CHRISTENDOM

- Advanced Rhetoric & Composition
- Rhetoric & Public Speaking
- Politics Practica
- International Relations
- Statistics

RELATED ON-CAMPUS JOBS

- Advancement Office Assistant
- Student Life Office Assistant
- Communications Assistant
- Resident Assistant (RA)
- Special Events Assistant
- Gymnasium Assistant
- Operations Staff
- Student Body President
- Business Office Assistant

RELATED EXTRACURRICULARS

- Debate Society
- Student Ambassador
- Class President/VP
- Student Activities Council
- Club President
- Sacred Grounds
- Club Founder

SUMMER JOBS/INTERNSHIPS TO PURSUE

- Restaurant Server or Host/ess
- Camp Counselor
- Lifeguard
- Retail Store Associate
- Office Job at a Business
- Retail Cashier
- Customer Service Role



Writing, Public Relations, Communications

The communications field is very broad and encompasses writing, communication, public relations, and more. Communications specialists often handle an organization's communication with the public, including consumers, investors, reporters, and other media specialists. This role involves excellent communication skills, including oral and written. Some specific jobs in this field are copywriter, editor, writer, investigative reporter, news and feature piece writer, journalist, radio/television announcer, public relations specialist, press secretary, book author, speechwriter, and lobbyist.

Typical Duties

- Write press releases, news stories, web content, articles for magazines, and books
- Respond to information requests from the media; oversee social media accounts and activity
- Help maintain an organization's corporate image and identity
- Draft speeches, communication plans, reports, and presentations
- Write fiction or nonfiction scripts, biographies, and other formats
- Conduct research to get factual information and authentic detail
- Write advertising copy for newspapers, magazines, broadcasts, and online outlets
- Work with editors and clients to shape material for publishing

Essential Traits

- **Intelligence.** Intellectual curiosity, the ability to learn fast, comfort with the unfamiliar, and the confidence to communicate with diverse audiences are essential.
- **Intuition.** Sharp intuitive skills and strong instincts.
- **Objectivity.** Ability to maintain a clear, objective, neutral mindset while being bombarded with conflicting information; good at focusing on critical details.
- **Excellent Communication Skills.** The ability to write well and professionally – be it an e-mail, a letter, a blog post, an article, or a press release. Must be able to convince and inspire people through the written and sometimes, spoken, word.
- **Flexible Attitude.** Must always be open to learning more and doing better. The field of communications is changing every day, so there's always something new to master or someone new to network with.
- **Humility.** The ability to take correction is important, especially when your written work is criticized by others. You need to be able to learn from your mistakes and improve your communication skills in the future.
- **Creativity.** Whether by writing, coming up with a new approach to an old idea, or finding a way to attract new customers or relate a story, communications people need to be creative. If you can think outside the box and come up with ideas that others haven't, you'll be a success. Creativity is the key to success in this industry.

Best Personality for the Job - ENTP, ENFJ, ENFP

Action-oriented and enthusiastic people who have positive outlooks on life and bring creativity and innovation to the work environment will thrive in this field. A keen sense of urgency and direction, coupled with the ability to work well in teams is essential. Being able to highlight positive things in difficult situations is important, as is the ability to solve problems quickly. An attention to detail is essential, as is the willingness to do what it takes to get the job done on deadline.

Education and Experience Requirements:

- College Degree
- Experience in writing, communications, journalism, editing, public speaking, and research

Starting Salary Range:

- $45,000-$50,000: Newspapers, Publishing Companies, Non-Profit or Government Agencies, Corporations

Chances of Being Hired:

- Good chance
- Christendom grads know how to read, write, synthesize materials, do research, and communicate - all the most sought-after skills
- Catholicjobs.com, traversejobs.com, MRC.org, and the Heritage Job Bank frequently post jobs in these fields

Most Popular Jobs for New Grads:

- Communications Specialist
- Copywriter
- Blogger
- Editor
- Public Relations Assistant
- Editorial Assistant
- Marketing Coordinator
- Associate Brand Manager
- Community Relations Assistant
- Social Media Coordinator
- Copy Editor
- Publishing Assistant

ALUMNI IN COMMUNICATIONS

Here to Mentor You



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Sample Job Descriptions

Assistant Director of Communications: National Cathedral School (NCS) seeks an assistant director of communications to serve as the lead writer for the school's print and digital publications, including NCS Magazine and the school website, and to help manage its social media channels and website. Through an emphasis on storytelling, the successful candidate will inform prospective and current families and graduates about NCS's unique character and convey how students, graduates, faculty, and staff pursue the school's mission and live out its core values in and out of the classroom.

Newsroom Assistant: The Columbia Daily Herald, part of the USA TODAY Network, is seeking newsroom assistant to assist in editorial operations and serve customers in its local office. The role combines news clerk and administrative duties to provide the best possible service for local customers and reliable, consistent support for news.

Junior Public Relations Specialist: We are seeking a Junior Public Relations Specialist to provide media relations support services to assist Federal personnel in conducting media engagement activities in support of cyber programs and services. This position requires a candidate who is naturally curious and quick to absorb information across a multitude of topics, and who is motivated by continuous improvement and learning. The candidate should bring diverse viewpoints and ideas to projects and have an interest in applying learned knowledge or experience to form practical solutions.

Social Media Strategist: We are looking for a skilled, self-motivated individual who will serve in a key role in the Communications and Development department. This role will manage outreach and engagement opportunities across the Air Force Aid Society's core social media channels, such as Facebook, Twitter, Instagram, LinkedIn, YouTube. In this position, you will development content and campaigns to drive growth and engagement across these platforms and their respective communities, as well as extend support to fundraising and marketing efforts.

Top Employers of Christendom Grads

- Diocesan Catholic Newspapers
- Our Sunday Visitor
- St. Benedict Press
- Media Research Center
- National Catholic Register
- Strive3
- Christendom College
- Seton Home Study School

"The Christendom pool of talent just continues to amaze us. And the level of respect, professionalism, and commitment to excellence is why we keep coming back to Christendom for students that are a cut above the rest."

- Victor Rogers, President at Strive3

MAJORS AND MINORS TO PURSUE

- English Language & Literature
- Philosophy
- Theology
- History
- Political Science & Economics
- Mathematics
- Classical & Early Christian Studies

BENEFICIAL COURSES AT CHRISTENDOM

- Literary Criticism
- Advanced Rhetoric & Composition
- Rhetoric & Public Speaking
- Politics Practica
- International Relations
- Communications Practicum

RELATED ON-CAMPUS JOBS

- Writing or Academic Tutor
- Academic Assistant
- Advancement Assistant
- Student Life Office Assistant
- Athletic Marketing Assistant
- Communications Assistant
- Marketing Photographer
- Marketing Office Assistant
- Special Events Assistant

RELATED EXTRACURRICULARS

- Writing Club
- Debate Society
- Magazine Contributor
- Student Peer Mentor
- Student Ambassador
- Class President
- Student Activities Council
- Advertising Coordinator

SUMMER JOBS/INTERNSHIPS TO PURSUE

- Content Marketing
- DC Area Non-Profits/Congress
- Administrative Office Assistant
- Social Media
- Contributor to local paper
- Copywriting



Teacher - Primary or Secondary Level

Teachers inspire students to do their best. They are warm, approachable, enthusiastic, and caring, and have high standards for themselves and set high expectations for all students. They have a love of learning and inspire the love of learning in their students. Teachers are organized, disciplined, and timely, and know how to teach students "where they are at," so to lead them to "where they should be." Great teachers are mentors, leaders, coaches, and sometimes, a friend.

Typical Duties

- Create lesson plans to teach students subjects, such as reading, science, and math
- Teach students how to interact with others
- Observe students to evaluate their abilities, strengths, and weaknesses
- Instruct an entire class or smaller groups of students
- Adapt lessons to changes in class size and student abilities
- Grade students' assignments and exams
- Communicate with parents or guardian about their child's progress
- Work with students individually to help them overcome specific learning challenges
- Prepare students for standardized tests required by the state
- Develop and enforce classroom rules to teach children proper behavior
- Supervise children outside of the classroom—for example, during lunchtime or recess

Essential Traits

- **Patience.** Every student will have their own unique struggles. Some will have a difficult time reading. For others, math will not come easily. For others, being able to sit still during school is the struggle! Patience in a teacher is key to helping students overcome their struggles.
- **Empathy.** Children and youth have big feelings and are often dealing with more than we know outside the classroom. As a teacher, it's important to be able to empathize with what they are feeling, even if it may not seem like a big deal.
- **Drive for self-improvement.** A great teacher should be able to look at themselves objectively and see where they can improve. That can be in teaching methods, subject matter, or people-skills. When teachers can review themselves and know where to focus their attention, they can become even better.
- **Stress management.** Teachers are faced with stressful situations every day. They need to be able to keep their cool in order to be good role models for their students. Stress management is key to being a great teacher.
- **Communication.** Teachers need to communicate appropriately via email, phone, and in person, and must be able to meet the needs of their students. Teachers also need to be able to communicate with other teachers and parents as well.
- **Teaching rather than instructing.** A good teacher should be focused on making sure their students truly understand the material, rather than just lecturing and hoping it will compute.

Best Personality for the Job - INFP, ENFP, ISFJ, ESFJ

People who are extroverted and assertive tend to be rated more highly as teachers than those with other personalities. According to surveys, the teacher who shows up to work on time every day, gives 100% for every lesson with a smile on his face, is loyal to the pupils, sensitive to the parents, and committed to the curriculum/school is the ideal teacher.

Education and Experience Requirements:

- College Degree
- Education degree not required
- License may be required by some schools/dioceses
- Master's degree may be required for some high school jobs
- Experience in leadership, tutoring, coaching, teaching, mentoring, or management
- In class student-teaching experience a plus

Starting Salary Range:

- $40,000-$50,000: Private, Catholic, Independent, Diocesan, or Charter schools
- $50,000-$55,000: Public schools

Chances of Being Hired:

- Extremely high chance
- We receive many requests from schools looking for our graduates to teach
- Catholicjobs.com and Catholicgigs.com posts hundreds of teaching jobs all around the country each spring/summer
- Hundreds of alumni have gone directly into teaching post-graduation

Possible Fringe Benefits:

- School may pay for graduate degree
- Summers off and longer breaks at Christmas
- Love and admiration of students
- Very fulfilling career

ALUMNI IN EDUCATION

Here to Mentor You



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Sample Job Descriptions

Holy Rosary Academy seeks a teacher for the fourth grade. The candidate must be a practicing Catholic with a bachelor's degree or higher. 2+ years of teaching experience i***s preferred***. A liberal arts degree is a plus. The candidate should possess excellent classroom management skills, an enthusiasm for sharing the faith, and a love for the great works of Western civilization. We desire teachers who will lead their students to the truth and who can convey a sense of joy while maintaining the order necessary for a fruitful classroom.

St. John Bosco Schools is seeking a full-time second grade teacher who is willing to teach a Catholic, liberal arts curriculum while integrating the magisterial teaching and traditions of the Catholic Church. Candidates should be qualified to teach Religion, Math, English Grammar, Composition, History, and Nature Studies. Candidates should have at least a Bachelor's degree in Elementary Education ***or a related field***. Experience as an elementary educator is preferred. All candidates must be practicing Catholics and be willing to sign an oath of fidelity to the magisterial teachings of the Church.

At **St. Elizabeth Ann Seton Catholic School**, our Catholic Faith is central to all learning. We seek teachers who are active in their Catholic Faith and desire a renewal of Catholic education. Our teachers not only challenge students to reach their intellectual potential, but also instill in them a love for what is true, good, and beautiful. Ideal candidates for this position will demonstrate knowledge of an integrated Catholic classical curriculum and will be able to guide students to a greater appreciation for the beauty found in the order of God's creation.

Top Employers of Christendom Grads

- The Catholic Diocese of Arlington
- Great Hearts Academy Schools
- Ville de Marie Academy
- Chesterton Academy Schools
- Seton Home Study School, VA
- Seton School, VA
- Holy Family Academy, VA
- Mother of Divine Grace

"Christendom grads bring a high level of energy and enthusiasm to the education field. They have skills to be able to meet the students at their level, assist in their wisdom and direct their discernment."

- Dan Ethridge, Headmaster of Ville de Marie Academy

MAJORS AND MINORS TO PURSUE

- English Language & Literature
- Philosophy
- Theology
- History
- Political Science & Economics
- Mathematics
- Natural Science
- Classical & Early Christian Studies

BENEFICIAL COURSES AT CHRISTENDOM

- Teaching Practicum
- Apologetics and Moral Theology
- Ecclesiology
- Old and New Testament

RELATED ON-CAMPUS JOBS

- Writing or Academic Tutor
- Resident Assistant
- Summer Program Counselor
- Receptionist
- Athletic Team Manager
- Academic Assistant
- Advancement Assistant
- Student Life Office Assistant

RELATED EXTRACURRICULARS

- Writing Club
- Debate Society
- Magazine Contributor
- Student Peer Mentor
- Legion of Mary
- Student Ambassador
- Class President

SUMMER JOBS/INTERNSHIPS TO PURSUE

- Childcare
- Lifeguard
- CCD Teacher
- Retail Store Supervisor
- Sports Team Coach
- Customer Service Representative
- Camp Counselor
- Test-Prep/Subject Tutor
- Education-Related Non-Profits



Graphic Design & Media

Graphic Designers work in almost every sector of work: industrial, manufacturing, service, education, and tech. They are responsible for designing and creating graphics that serve particular purposes for the organization. They develop logos, displays, or websites to increase traffic to a website or organization. They create promotional videos, ads, brochures, magazines, and social media posts. In addition to a foundation in design, computer software, and communications, graphic designers also need to have elite speaking, active listening, and writing skills to be able to communicate successfully and fluently with their clients, peers, and supervisors.

Typical Duties

- Design promotional print materials: flyers, magazines, advertisements, books, logos, brochures
- Create online materials: social media posts, banner ads, videos, podcasts
- Utilize Adobe Creative Cloud - InDesign, Photoshop, Illustrator - to create digital designs
- Consult with clients and supervisors to create projects that meet their needs
- Collaborate with team to combine text/copy with photos/illustrations for projects
- Utilize video editing and audio recording software
- Capture still and video imagery for use in projects using professional camera equipment
- Shoot and record programs, films, documentaries, or news and sporting events
- Work with graphics and other designers to create websites
- Integrate graphics, audio, and video into websites

Essential Traits

- **Analytical skills.** Must be able to perceive their work from their consumers' point of view to ensure that the designs convey the client's message.
- **Attention to detail.** Must consciously examine and polish every element of their design whether simple or complicated.
- **Artistic/Creative.** Must be able to create designs that are artistically interesting and appealing to clients and consumers.
- **Curiosity.** Being able to look beyond the surface of things, and explore both the minute detail and the big picture at the same time is essential.
- **Communication skills.** Must communicate with clients, customers, and other designers to ensure that their designs accurately and effectively convey information.
- **Tech Savvy.** Technology used in graphic arts, media, and design is changing rapidly. Being able to keep up with trends and new software will be important.
- **Time-management.** Working simultaneously on multiple projects, each with a different deadline, is normal.
- **Reliability.** Clients don't just want talent. They want to get to know someone they can count on. It's important to be reliable, manage client needs, develop consistency and prove trustworthiness.

Best Personality for the Job - ENTP, INFP, ENFJ, ENFP, ISFP, ESFP, ESTJ

People who are intuitive, creative, artistic, and able to work with others thrive in graphic arts jobs. Those with tough skin who are able to take feedback well will do better than others. Many creative people are introverted, and prefer to work alone, solving problems and creating solutions, and tend to think longer before making decisions or saying anything. They're good with detail and can focus.

Education and Experience Requirements:

- College Degree
- Proficiency with Adobe Creative Cloud
- LinkedIn Learning Certificates of Completion of relevant courses in the field
- Work or internship experience with design, graphic arts, or media projects

Starting Salary Range:

- $45,000-$55,000

Chances of Being Hired:

- Very good, with the proper skills and experience

Most Popular Jobs for New Grads:

- Web Designer/Developer
- Graphic Designer
- Video Editor
- Visual Communications Asst.
- Digital Print Specialist
- Marketing Assistant
- Social Media Coordinator
- Brand Strategist
- Illustrator

Technical Skills Needed:

- Adobe Photoshop
- Adobe InDesign
- Adobe Illustrator
- Digital (UI, UX, Sketch)
- Typography
- Design Principles
- Ideation
- Branding
- Designing for Print
- Portfolio Management

ALUMNI IN GRAPHIC DESIGN & MEDIA

Here to Mentor You



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Sample Job Descriptions

Graphic Designer: Under the supervision of the Creative Manager, the Graphic Designer will work closely with the creative and marketing departments to develop compelling advertising materials for both print and web applications. This person will be responsible for creating imagery according to The Catholic Company brand standards and goals. Assignments may include, but are not limited to, website and emails graphics, web design, digital advertising, print mailers, and social media content. All of these projects must be approached with a customer driven mindset. Ability to take direction, prioritize, follow-through on project tasks to excellence, and stay flexible in a fast-paced environment is key.

Multimedia Specialist: The Multimedia Specialist will support the Production and Marketing teams, and various interdepartmental stakeholders, by creating high-quality marketing materials, tools, and assets with an emphasis on videos — from captivating artist stories to original performances for camera. The ideal candidate will be proficient in conceptualizing and executing on a variety of video, digital, and photography needs to tell the National Philharmonic story.

Video Editor & Digital Graphic Designer: You will be a key member in the Katzcy Creative Team and will help shape our client's digital experiences by creating digital content for the web, social, and other digital platforms. We are looking for a self-starter who thinks creatively, strategically, and unconventionally while inspiring others on the team. You will take the lead on video projects—from concept to delivery—storyboard, design, animation, feedback, QA, and production. You will develop graphics, illustrations, and other creative materials for the web, social, and other digital platforms, and assist the marketing team with edits to digital assets (videos, email, landing pages, content downloads) inside HubSpot, WordPress, or other selected web marketing tools.

Junior Designer & Web Editor: We are looking for an individual to work with our Corporate Designer to create, traffic, and implement campaign elements for 28 dealerships throughout the Mid-Atlantic. Candidate will utilize trafficking software along with Adobe Suite and manufacturer resources to develop web & print elements that are within all compliance standards. This is a fast-paced environment where meeting deadlines is critical to the success of the organization. Time management and an organized approach to the work is key. Key Responsibilities include: Graphic Design, Website editing, Campaign Management & Trafficking, Agency/Vendor Collaboration, Ordering Print Jobs, and File/Server Management.

Visual Communications Specialist: The Visual Communications Specialist serves as a member of the Public Affairs (PA) Team. He/she works closely with other members of the team to lead and contribute to key products, events, and services. The individual serves as a lead video producer, photographer, and digital storyteller helping to ensure that digital communications products are of high, professional quality that inform, engage, and inspire Agency staff. Effectively communicates USAID's development agenda to promote support for the Agency's mission and core values. PA requires operational and functional support to provide digital communications Agency-wide as well as for sub-sections of the Agency.

MAJORS AND MINORS TO PURSUE

- English Language & Literature
- Philosophy
- Theology
- History
- Political Science & Economics
- Mathematics
- Natural Science
- Classical & Early Christian Studies

RELATED ON-CAMPUS JOBS

- Athletic Marketing Assistant
- Communications Assistant
- Marketing Photographer
- Marketing Office Assistant

RELATED EXTRACURRICULARS

- Magazine Layout Editor
- Yearbook Editor
- Advertising Coordinator

SUMMER JOBS/INTERNSHIPS TO PURSUE

- Social Media Internship
- Graphic Arts Internship
- Marketing Internship
- Video Editing Internship

INTERNSHIPS DURING YEAR

- Media Research Center
- Lifesitenews.com
- Population Research Institute
- Christendom Marketing Office
- Strive3



Program, Project & Event Management

Managing programs, projects, and events requires many of the same skills and abilities: managing people, budgets, supplies, venues, vendors, contractors, guests, clients, and time. Project management is the practice of leading the work of a team to achieve goals and meet success criteria at a specified time. The primary challenge of project management is to achieve all of the project goals within the given constraints. Event and program management is the application of project management to the creation and development of small and/or large-scale personal or corporate events such as festivals, conferences, academic events, fundraisers, ceremonies, weddings, parties, concerts, or conventions.

Typical Duties

- Create long- and short-term plans, set targets for milestones and adhere to deadlines
- Delegate tasks to employees best positioned to complete them
- Make effective decisions about multiple options for how to progress with the project or event
- Serve as a point of contact for everyone involved in the project to ensure team synergy
- Communicate with executives or the board to keep the project aligned with their goals
- Ensure quality control on the project throughout development to maintain expected standards
- Adjust schedules and targets on the project as needs or financing for the project change
- Select venues, determine the cost, arrange services, and monitor client approval

Essential Traits

- **Objectivity.** Ability to maintain a clear, objective, neutral mindset while being bombarded with conflicting information; good at focusing on critical details.
- **Intelligence.** Intellectual curiosity, the ability to learn fast, comfort with the unfamiliar, and the confidence to communicate with diverse audiences are essential.
- **Intuition.** Sharp intuitive skills and strong instincts.
- **Excellent Communication Skills.** The ability to speak and write well and professionally – be it an e-mail, a letter, or a conversation with an employee or vendor
- **Organized.** Ability to keep track of progress and ensure nothing slips through the cracks is an absolute must.
- **Interpersonal Skills.** Approachable and able to deal with others gracefully, and a sensitivity to the needs of others, and their level of enjoyment throughout the event.
- **Multitasking Abilities.** Juggling multiple tasks and responsibilities at once is an every day event, the ability to react and think quickly is essential.
- **Creativity.** Putting on memorable events or programs requires creativity in order to stand out and ensure customer satisfaction. If you can think outside the box and come up with ideas that others haven't, you'll be a success. Creativity is the key to success in this industry.

Best Personality for the Job - INTJ, ENTJ, ENFP, ISTJ, ESTJ

Extroverts who are action-oriented and high-energy people are best suited for these fields. A keen sense of urgency and direction, coupled with the ability to work well in teams is essential. An attention to detail is key, as is the willingness to do what it takes to get the job done on deadline, on budget, and in accordance with set directions. Event, project, and program planning is all about putting together a variety of components to make one great final product.

Education and Experience Requirements:

- College Degree
- Experience in leadership, service, event planning, and time management activities
- Knowledge of Microsoft Office Suite - Excel, Word, Powerpoint
- LinkedIn Learning courses on time management, budgeting, multi-tasking, managing people and resources.

Starting Salary Range:

- $50,000-$55,000: Non-Profits, Community Organizations, Educational Institutions, Office Environments, Hotels and Restaurants

Chances of Being Hired:

- Good chance, with the right experience and connections

Most Popular Jobs for New Grads:

- Catering Coordinator
- Wedding Planner
- Project Manager
- Event Host
- Corporate Events Planner
- Donor Event Coordinator
- Real Estate Event Planner
- Convention Planner
- Hotel Event Planner
- Program Coordinator
- Catering Sales Manager
- Conference Coordinator

ALUMNI IN PROJECT & EVENT MANAGEMENT

Here to Mentor You



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Clare Witter '26
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Sample Job Descriptions

Event and Meeting Manager: The Event & Meeting Manager is a service professional possessing excellent supervisory skills, the ability to effectively manage executive-level and large scale meetings, along with multiple tasks. After event space is allocated, the manager prepares all event documentation and coordinates with the Meeting Planner, property departments, and Program Team to ensure a consistent, high level of service throughout the pre-event, event, and post-event phases of programs. They ensure a successful delivery and execution of all conference group related activities and events.

Social Events and Wedding Manager: As Social Events Manager you'll act as both brand ambassador and trusted partner to connect internal teams to deliver a seamless experience for planners, wedding couples, hosts and meeting attendees. You will sell wedding/social event space, guest rooms, meeting space and other services, developing relationships with key partners, conducting site inspections and soliciting business.

Corporate Meeting Coordinator: The Corporate Meeting Coordinator plays a key role in the team's success. We are seeking an individual who will support the team and assist with a variety of cross-functional tasks such as the meeting registration process, planning process and coordinating production aspects of events. This person will collaborate with other members of the team while working on multiple projects simultaneously. They must demonstrate flexibility by adapting to changing priorities, a willingness to help on ad hoc projects, and the ability to meet tight deadlines.

Programs Coordinator: The County of Augusta has an opening for a Programs Coordinator in its Parks and Recreation Department. This staff position will be tasked with programming special events and large-scale activities for all populations. Responsibilities will be primarily planning, developing, implementing and evaluating large-scale recreational and social activities. In addition, this position will also be responsible for the coordination and development of the departments' marketing efforts to promote all activities through the website, social media, monthly e-newsletter, seasonal guide and other communication outlets.

Project Coordinator: A Project Coordinator assists project managers and project teams with the administrative tasks associated with the day-to-day execution of a project. Their support includes coordination of resources, equipment, meetings, information, the posting of reporting in the war room, and maintenance of CAM notebooks.

Assistant Project Manager: The successful candidate will work with our residential and commercial customers who are buying window film solutions which offer energy efficiency, protection against fading, security enhancement, graffiti protection, privacy, decoration and protection from bullets and bomb blasts. There will also be some work performed for our Stained Glass clients who buy custom stained and beveled glass panels for their homes, businesses and places of worship.

MAJORS AND MINORS TO PURSUE

- English Language & Literature
- Philosophy
- Theology
- History
- Political Science & Economics
- Mathematics
- Natural Science
- Classical & Early Christian Studies

BENEFICIAL COURSES AT CHRISTENDOM

- Advanced Rhetoric & Composition
- Rhetoric & Public Speaking
- Statistics

RELATED ON-CAMPUS JOBS

- Advancement Assistant
- Student Life Office Assistant
- Athletic Marketing Assistant
- Communications Assistant
- Marketing Office Assistant
- Special Events Assistant
- Operations Assistant
- Alumni Affairs Assistant

RELATED EXTRACURRICULARS

- Debate Society
- Student Ambassador
- Class President/VP
- Student Activities Council
- Club Organizer

SUMMER JOBS/INTERNSHIPS TO PURSUE

- DC Area Non-Profits/Congress
- Administrative Office Assistant
- Restaurant, Hotel, or Catering positions
- Camp Counselor
- Vacation Bible School Assistant
- An organization at which you may wish to work post graduation



Religious Ministry & Missionary

Working for the Church in the field of religious education, youth ministry, or missionary activity can be very rewarding. Generally, those interested in these fields are less concerned about financial success and more concerned about doing God's work and helping others come to the Truth of the Catholic Faith. People in these roles tend to teach the Faith to others, organize events and activities, serve as mentors and counselors when needed, and embrace a fully Catholic life. There is often sacrifice involved, but many would agree that the rewards of helping others learn the Truth is all worth it.

Typical Duties

- Work in parishes and schools, helping others come to a deeper understanding of the Faith
- Plan, organize, and execute events and activities
- Manage budget, spending, and fundraising goals
- Communicate to wide range of constituents - little children, elementary, high school, adult
- Serve as a community leader and person of wisdom and virtue
- Collaborate with others in religious ministry to achieve goals
- Manage conflict, counsel the doubtful, instruct the ignorant, do good to those who hate you
- Maintain and strengthen prayer life

Essential Traits

- **Desire to Work for God.** For those called to this line of work, keeping God at the forefront of their everyday life is important, and keeping their eye on the prize of Heaven - both for themselves and those in their care - is essential.
- **Excellent Communication Skills.** The ability to speak and write well and professionally – be it an e-mail, a letter, or a conversation with an student, parent, or person in your care.
- **Organized.** Ability to keep track of progress and ensure nothing slips through the cracks is an absolute must.
- **Interpersonal Skills.** Approachable and able to deal with others gracefully, and a sensitivity to the needs of others, and their level of understanding during conversations.
- **Multitasking Abilities.** Juggling multiple tasks and responsibilities at once is an every day event, the ability to react and think quickly is essential.
- **Desire to Know and Love God More.** The person who desires to grow in their knowledge and love of God will succeed in this role. An intense desire to improve, and to live a life of virtue is necessary.
- **Patience.** Every student will have their own unique struggles. Patience in a teacher/missionary is key to helping students and those in one's care to overcome their struggles.
- **Empathy.** It's important to be able to empathize with what people are feeling, and listen to them in order to help them through tough situations, even if you haven't been through it yourself

Best Personality for the Job - INFP, ENFP, ISFP

God needs leaders of all kinds of shapes, sizes, and abilities. He needs extroverts who storm the gates of hell boldly and introverts who care for the broken on the battlefield. He needs organizers who systematize the work of ministry for efficiency and motivators who engage the passion lying deep within the body. Be you. Be the leader God carefully crafted from the womb. Know your strengths and weaknesses. Intentionally grow in areas you find challenging as a leader.

Education and Experience Requirements:

- College Degree
- Experience in leadership, service, teaching, volunteerism, working with youth
- Virtus Training

Starting Salary Range:

- $35,000-$40,000: Catholic schools and parishes, various apostolates or religious orders

Chances of Being Hired:

- Good chance

Most Popular Jobs for New Grads:

- FOCUS Missionary
- Catholic Sports Missionary
- Religious Education Coordinator
- Assistant Director of Religious Education
- Lay Missionary in Foreign Land
- Lay Missionary on US Soil
- Lay Missionary with Religious Orders
- Youth Minister
- Assistant Youth Minister
- Director of Faith Formation
- Pastoral Assistant
- Social Justice Coordinator
- Evangelization Specialist
- Coordinator of Young Adult Ministry
- Assistant Director of Catechesis
- Parish Catechetical Leader
- Director of Discipleship

ALUMNI IN RELIGIOUS MINISTRY & MISSIONARY

Here to Mentor You



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Andrew Cole '98
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Sample Job Descriptions

Coordinator of Parish Evangelization and Outreach: We are seeking a full-time Coordinator of Parish Evangelization and Outreach. This position will be responsible for developing and supporting evangelization within the parish in coordination with parish staff, parish organizations and the Diocese of Madison. The successful candidate will have social media skills, public speaking experience, excellent people skills and strong leadership qualities. A strong Catholic faith and a desire to evangelize are critical. We are looking for an individual who is outgoing and who takes initiative. Evening and weekend work will be necessary.

Assistant Director of Faith Formation: The Assistant Director of Faith Formation assists with the coordination and implementation of the parish Faith Formation programs for children and their families, helping to foster their ongoing commitment to Jesus Christ and growth in their knowledge and love of Christ and His Church. The Assistant Director will be a point of contact for families and will develop collaborative relationships with them to help achieve these aims.

Student Ministry-High School Coordinator: We are seeking an individual whose relationship with Jesus is fully alive: personal, on-fire, effusively life changing, and contagious. The ideal candidate has the heart to form and equip teen disciples and the proven ability to build meaningful relationships with, minister to, and accompany a diverse array of high school students and their parent into a living relationship with Christ and His Church. The ideal candidate has a strong knowledge of the faith, including the ability to use exegesis to proclaim the gospel and apologetics to unpack the church's teachings.

Director of Youth Ministry: The Youth Minister is responsible for the development, organization and administration of programs for youth (middle and high school parishioners) to fulfill the catechetical mission of the parish. This includes catechetical formation, community building, service opportunities, planning and implementing programs and events, and leading these individuals into a deeper life of discipleship.

FOCUS Parish Missionary: The purpose is to make missionary disciples at the parish they are serving. They teach parishioners the art of living by fostering a relationship built on trust and authenticity, encouraging and building parishioners up in their faith through small groups and equipping and sending them out to make disciples. It is important to note that this is not another program but is a lifestyle of striving to be a saint and to bring others to sanctity.

Top Employers of Christendom Grads

- Fellowship of Catholic University Students (FOCUS)
- Seton Education Partners
- Parishes in the Diocese of Arlington
- Parishes across the country
- Catholic Sports

"In our opinion, when it comes to teachers, subject knowledge is very important. It's something that teachers need years to accumulate. Christendom graduates have spent at least four years developing that knowledge, which gives them a huge advantage over first-time teachers."

- Mo Woltering, Headmaster at Holy Family Academy

MAJORS AND MINORS TO PURSUE

- Philosophy
- Theology
- History

BENEFICIAL COURSES AT CHRISTENDOM

- Advanced Rhetoric & Composition
- Rhetoric & Public Speaking
- Moral Theology
- Catholic Apologetics
- History & Theology of Papacy
- Ascetical & Mystical Theology
- Vatican II

RELATED ON-CAMPUS JOBS

- Sacristan
- Chaplain's Assistant
- Advancement Assistant
- Student Life Office Assistant
- Athletic Marketing Assistant
- Communications Assistant
- Marketing Office Assistant
- Special Events Assistant
- Operations Assistant
- Alumni Affairs Assistant
- Academic Mentor

RELATED EXTRACURRICULARS

- Debate Society
- Student Ambassador
- Class President/VP
- Student Activities Council
- Club Organizer
- Legion of Mary
- Holy Rood Society
- Shield of Roses

SUMMER JOBS/INTERNSHIPS TO PURSUE

- Administrative Office Assistant
- Camp Counselor
- Vacation Bible School Assistant
- Assistant CCD teacher
- Missionary activity
- Working for a Church



Sales

Helping customers achieve their goals through purchasing your product or service is at the heart of every sales person's job. Every organization has sales people and although their roles may vary, there are some aspects that are involved in every sales position. Sales representatives are responsible for communicating the benefits of a company's products/services in order to drive sales. Sales reps serve as the point of contact between a business and its prospects or clients and have a range of responsibilities including identifying and educating prospective customers while supporting existing clients with information and assistance that relates to products and services.

Typical Duties

- Listen to the needs of customers, negotiate and close deals
- Learn all the details of products and services offered
- Explain products and services in manner that is appealing to customers
- Determine pricing for quotes, promotions, and negotiations
- Build friendly rapport with both customers and suppliers
- Prepare weekly and monthly reports
- Meet specified quotas and goals
- Give sales presentations to a range of prospective clients
- Communicate with customers via telephone, text message, email, and in person
- Resolve issues, respond to complaints, and answer questions

Essential Traits

- **Goal-oriented.** The ability to understand your goals and expectations, and then meet them, is essential. A winning sales person is someone who "makes the sale," and the customer is happy.
- **Team player.** Many sales people work on sales teams. They work with schedulers, dispatchers, billing offices, suppliers, other sales people, and more, so the ability to work well with others to achieve a goal is important.
- **Creative Thinker.** There are many sales people, all trying to sell to your customers. You need to have a creative, outside the box, way of thinking in order to gain the trust of your customers and to make the sale.
- **Empathetic.** The best sales people understand their customers. They understand "where they are coming from" and are able to connect with their customers because they are people-focused and empathetic.
- **Driven.** Although many sales people work on sales teams, most sales people manage their own portfolio of customers, and make the sales calls on their own. Sales people need to have an internal drive and motivation in order to be successful.
- **Engaging.** Nobody likes to talk to a boring person, let alone a boring sales person. The natural ability to interact with others, make conversation, read body language, and make a good impression on your customers is essential.

Best Personality for the Job - ENTP, ENFJ, ENFP, ESFJ, ESTP

A self-motivated and driven people-person, who has a positive outlook, will do well in this field. Extroverts who are compassionate, enthusiastic, and friendly will excel. People with a genuine interest in building rapport with others, and who are willing to spend the time learning about their products, services, and customers make the best sales people.

Education and Experience Requirements:

- College Degree
- Experience in customer service, leadership, sales, or relationship building
- Understanding of Microsoft Office Suite, especially Excel and Powerpoint

Starting Salary Range:

- $55,000-$65,000 (plus commission)
- Commission Only

Chances of Being Hired:

- Good chance
- Many companies are looking for recent graduates who are articulate, smart, energetic, self-motivated, good with people, and willing to learn the art of sales

Most Popular Jobs for New Grads:

- Account Executive
- Sales Associate
- Real Estate Agent
- Assistant Sales Manager
- Donor Relations Assistant
- Fundraising Professional
- Human Resource Recruiter
- Admissions Counselor
- Insurance Agent
- Sales Support Associate
- Inside Sales Representative
- Outside Sales Representative
- Business Development Associate
- Mortgage Lending Officer
- Travel Agent

ALUMNI IN SALES

Here to Mentor You



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Sample Job Descriptions

Admissions Counselor: The admissions counselor manages all activities necessary to recruit students, within a designated territory, to Shenandoah University in order to meet individual and team enrollment goals. The admissions counselor will often be the prospective student's first contact with the university and must recognize the importance of building a relationship based on the professional, correct, and timely exchange of information. The ability and willingness to work among a team, independently, and until the task is completed successfully, is essential.

Sales Account Executive: We are looking for a competitive and trustworthy Account Executive to help us build up our business activities. Responsibilities include helping customers with flooring and tile projects. We are looking for someone that has had previous experience that involved selling and is a fast learner. This is a sales position that offers unlimited compensation when accurate work and customer satisfaction is completed. If you have excellent communication skills and feel comfortable reaching out to potential customers to demonstrate our services and products through email and phone, we'd like to meet you.

Real Estate Agent: Weichert Realtors is hiring a select number of professional real estate agents for this sales office. We are looking for people that are willing to obtain their real estate sales license or have recently completed their pre-license requirements. There are also openings for experienced real estate salespersons and broker-salespersons. Candidates must be interested in building a strong, scalable real estate business and being top earners in the industry using Weichert lead generation strategies.

Development Specialist (Fundraiser): Identifies, engages, cultivates, solicits, and stewards current and prospective donors in expanding their financial support of the work of the American Red Cross. Responsible for meeting an annual revenue target by working with an assigned portfolio of donors and prospects to advance the mission of the organization and assist donors in creating meaning in their lives through giving to the American Red Cross. Provides strategic vision, tools, resources and training to help Red Cross fundraisers create fundraising strategies. Conducts analysis to advise others regarding which foundations, agencies or corporations would be suitable to approach.

Travel Sales Consultant: We are looking for a remote full-time travel consultant to join our team! As a leading provider of Catholic pilgrimages, we're seeking an enthusiastic and dedicated individual who shares our passion for providing outstanding service and creating unforgettable experiences for our clients. The ideal candidate will have excellent communication and problem-solving skills, and be comfortable working with a diverse group of clients.

Cemetary Sales Coordinator: We are seeking a hardworking, dependable and committed person to care for our cemetery and mausoleum sales and administration. The Sales and Administration Coordinator is responsible for handling all client inquiries in a professional and timely manner and be responsible for presenting the parish cemetery and mausoleum in a hospitable manner. The candidate will take initiative in caring for, supporting and respecting our departed and their families. Attention to detail and inventory is a must. Follow a budget as prescribed by the parish. Prepare plans for sales and property projects and work proactively as to the needs of the cemetery and mausoleum. Flexibility to attend to urgent calls is a must.

MAJORS AND MINORS TO PURSUE

- English Language & Literature
- Philosophy
- Theology
- History
- Political Science & Economics
- Mathematics
- Classical & Early Christian Studies

BENEFICIAL COURSES AT CHRISTENDOM

- Advanced Rhetoric & Composition
- Rhetoric & Public Speaking
- Politics Practica
- International Relations
- Communications Practicum

RELATED ON-CAMPUS JOBS

- Advancement Office Assistant
- Student Life Office Assistant
- Communications Assistant
- Resident Assistant (RA)
- Special Events Assistant
- Business Office Assistant

RELATED EXTRACURRICULARS

- Debate Society
- Student Ambassador
- Class President
- Student Activities Council
- Club President
- Shield of Roses
- Legion of Mary

SUMMER JOBS/INTERNSHIPS TO PURSUE

- Vector Marketing (Cutco knives)
- Restaurant Server or Host/ess
- Camp Counselor
- Door-to-Door Canvasser
- Wine Pourer at Vineyard
- Fundraising Internship
- Office Job with Sales Team
- Car Dealership
- Insurance Agency
- Bank Internship
- Retail Cashier



The Trades

Manual labor jobs that require a specific skill set or training are categorized as trade careers. Trade career jobs include Auto Mechanic, HVAC Installer, Machinist, Locksmith, Plumber, Electrician, Appliance Repair, Blacksmith, Welder, Contractor, Stone Mason, Claims Adjuster, Drywall Specialist, Carpenter, Landscaper, Painter, and Flooring Specialist. Many trades require a certification of competency that spans two qualification levels. The first level is referred to as the journey level, and this requires an apprenticeship or experience that is equivalent. The second level is the master level. You must work at the journey level for a minimum of a year and take a competency test to become a master. Many trades people eventually run their own businesses.

Typical Duties

- Wear protective clothing to ensure safety
- Install, build, create, repair, maintain
- Collaborate with others to complete projects
- Use hand tools, power tools, and other machinery to complete jobs
- Prepare materials, tools, and job site
- Load and unload materials, tools, and equipment
- Clean up site and transport products
- Communicate with employer or customers to ensure satisfaction
- Follow all health and safety requirements
- Work outside in non-temperature controlled environments

Essential Traits

- **Hard Working.** Tradespeople tend to be hard workers, and many of them put in overtime every week, due to the relentless and constant nature of the work.
- **Humility.** In the trades, you want to be perceived as honest, forthright, and upfront. Sometimes that means eating your words and saying, "Hey, I messed up. I'm sorry. This is what I'm going to do to fix it."
- **Tenacity.** Sometimes working in the trades is difficult. However, it is hard work worth doing. Yes, you're going to have to do things you don't want to do in order to succeed. But that's just life, and you're going to have to learn that lesson whether you're in the trades or not.
- **Working with your Hands.** There are not many people in the trades who don't enjoy working with their hands in some form or another.
- **Curiosity.** All the best tradespeople love figuring out how things work and why. A lot of people are insatiable about this and won't stop until they completely understand what makes anything tick. This can translate to HVAC units, commercial kitchen equipment, automobiles, people, systems, processes, businesses, etc. Until you know how anything works, you can't begin to build or fix it.
- **People Skills.** Many people in the trades will agree they are not in the repair business or manufacturing business. They are in the people business. Everything they do is for people in some way or another. Humans are social creatures, and the ability to learn how to interact with them is a great skill to master.

Best Personality for the Job - ISTP, INTP, ESTP, INFP

Doers who enjoy engaging with physical things rather than with people or ideas do well in the trades. Down-to-earth and "drama free" people who are good at physical, mechanical, tactile, or athletic assignments will succeed.

Education and Experience Requirements:

- Experience working in the specific trade or a willingness to learn
- Commitment to excellence, hard work, and customer satisfaction
- LinkedIn Learning courses on Quickbooks, basic accounting, and marketing
- Certification in particular field, with required apprenticeship

Starting Salary Range:

- Frequently these jobs are paid hourly, not salary
- Possibly $50,000-$60,000

Chances of Being Hired:

- A good chance, with the proper experience

Most Popular Jobs for New Grads:

- Construction Assistant
- Flooring Associate
- Electrician's Apprentice
- Plumber
- HVAC Technician
- Carpenter
- Landscaping Specialist
- Foreman
- Day Laborer
- Tree Climber
- Floor Refinisher

ALUMNI IN THE TRADES

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Sample Job Descriptions

Refrigeration Technician: We are looking for an experienced refrigeration technician to join our installation and repair team. As a refrigeration technician, you will be responsible for processing and completing work orders, installing new refrigeration systems, troubleshooting mechanical failures, and performing equipment maintenance. You may also be required to advise on equipment upgrades and alternate cooling units. To ensure success as a refrigeration technician, you should have advanced knowledge of HVAC and refrigeration systems, good mechanical skills, and excellent troubleshooting skills. Ultimately, a top-class refrigeration technician expertly installs, repairs, and maintains refrigeration equipment for a client with the least amount of down-time.

Apprentice Plumber: We are looking for a dedicated apprentice plumber to assist our licensed Plumber while improving their own skills. The responsibilities of an Apprentice Plumber include assembling pipes, cleaning the water supply, handling tools, and cleaning job sites. The Apprentice Plumber can expect to assist in complex jobs and handle smaller jobs on their own. Successful apprentice plumber will be well-organized and detail-oriented. You should have good customer service skills, be able and willing to follow instructions, and be prepared to travel to clients' homes to complete your work.

Auto Mechanic: We are searching for an analytical, enthusiastic auto mechanic to help our clients resolve issues with vehicle performance and appearance. The Auto Mechanic will speak to clients about the performance and history of their vehicles, inspect mechanical and electronic components, diagnose issues, and discuss possible resolutions with clients. You will also maintain shop equipment and generate estimates and timelines for repairs. To be a successful auto mechanic, you should be focused on providing high quality service to clients as you help them identify, repair, and avert issues that may affect the performance or longevity of their vehicles. You should be thorough, reliable, honest, logical, and motivated.

Carpenter: We are looking to hire a skilled carpenter with knowledge of various carpentry techniques. You will be responsible for layout, installation, repairing, finishing, and maintaining various structures, fixtures, and buildings. Other duties will include designing, cutting, and measuring materials according to a client's requirements. A successful applicant should be hardworking, reliable, and have good communication and organizational skills. You must have completed an apprenticeship in carpentry or have equivalent experience in the field.

Groundsman: The groundsman is responsible for maintaining equipment and materials, and for ensuring adequate stock levels of consumables. You will maintain the appearance of trees, shrubs, flowers and lawns, and keep the grounds free from harmful insects and plant diseases. To ensure success you need to use your multitasking abilities to meet required maintenance standards for our grounds at all times. Preferred candidates are hard-working, detail-oriented and organized.

Handyman: We are on the hunt for a skilled and reliable handyman to join our maintenance department. You will be responsible for all upkeep and repair duties including maintaining green spaces, identifying the need for repairs, responding to clients' maintenance requests, and servicing company equipment. To be an effective handyman, you will be skilled and hard-working, with outstanding problem-solving abilities. Skillful hands, good physical stamina, and strong technical knowledge are important parts of the successful candidates' talents.

MAJORS AND MINORS TO PURSUE

- English Language & Literature
- Philosophy
- Theology
- History
- Political Science & Economics
- Mathematics
- Natural Science
- Classical & Early Christian Studies

BENEFICIAL COURSES AT CHRISTENDOM

- Advanced Rhetoric & Composition
- Rhetoric & Public Speaking
- Statistics
- College Algebra

RELATED ON-CAMPUS JOBS

- Operations Staff
- Maintenance Assistant
- Advancement Office Assistant
- Student Life Office Assistant
- Resident Assistant (RA)
- Gymnasium Assistant
- Student Body President
- Business Office Assistant

RELATED EXTRACURRICULARS

- Debate Society
- Student Ambassador
- Class President/VP
- Student Activities Council
- Club President
- Sacred Grounds
- Club Founder

SUMMER JOBS/INTERNSHIPS TO PURSUE

- Landscaping
- Construction
- Handyman Services
- Trade Apprenticeship
- Customer Service Role
- Retail Store Associate



Administrative Professional

Administrative professionals provide essential office duties such as writing business correspondence, scheduling appointments, managing projects, maintaining paper and electronic files, and delivering customer service. They sometimes act as the liaison between an executive and the office staff but sometimes they have their own responsibilities to manage. They are employed by any industry with a corporate structure, including government, healthcare, education, media, politics, law, and marketing. Regardless of industry, administrative professionals work in an office setting and generally work normal office hours. Some common roles would be Administrative Assistant, Office Clerk, and Receptionist.

Typical Duties

- Manage a calendar of professional meetings, appointments and travel for several individuals
- Answer phone calls, appropriately forwarding messages and following up on inquiries
- Handle incoming correspondence, including emails, memos, faxes and mail
- Conduct industry-specific research, organizing important files and drafting presentations
- Prepare and proofread reports and other industry documents relevant to the company
- Track office inventory, order supplies, coordinate deliveries and manage vendor contracts
- Act as customer service representative to constituents
- Manage event planning, including meetings, recognition events, luncheons, and dinners
- Collaborate with other members of the office/company to meet goals and deadlines
- Maintain professionalism in all communications

Essential Traits

- **Goal-oriented.** The ability to understand your goals and expectations, and then meet them, is essential.
- **Team player.** Administrative professionals work in office environments, with many other executives and staff. It is important to work together effectively to meet the needs of the organization.
- **Intuition.** Sharp intuitive skills and strong instincts.
- **Objectivity.** Ability to maintain a clear, objective, neutral mindset while being bombarded with conflicting information; good at focusing on critical details.
- **Excellent Communication Skills.** The ability to write well and professionally – be it an e-mail or a letter – and to communicate well with others in the office.
- **Flexible Attitude.** Must always be open to learning more and doing better.
- **Sense of Urgency.** There are many different tasks happening at the same time. It is important to understand how to prioritize them and to get them all done on time.
- **Intelligence.** Intellectual curiosity, the ability to learn fast, comfort with the unfamiliar, and the confidence to communicate opinions are essential.
- **Organized.** The ability to manage multiple projects while staying organized is essential for anyone who wants to be successful in this field.

Best Personality for the Job - INTJ, INTP, INFJ, ISTJ, ISFJ

Productive realists who are perceptive of the needs of others and have strong attention-to-detail do well in this field. Core duties of this position revolve around supporting others, sticking to a routine, and communicating with others. Being attentive to the needs of team members, creating innovative ways to improve quality, and following direction are essential.

Education and Experience Requirements:

- College Degree
- Experience in customer service, office work, or leadership
- Understanding of Microsoft Office Suite, especially Word, Excel, and Powerpoint
- LinkedIn Learning courses in pertinent areas

Starting Salary Range:

- $35,000-$45,000

Chances of Being Hired:

- Good chance
- Many companies are looking for recent graduates who are professional, articulate, smart, competent, good with people, and willing to learn

Most Popular Jobs for New Grads:

- Receptionist
- Legal Secretary
- Human Resources Professional
- Administrative Assistant
- Customer Service Representative
- Executive Assistant
- Personal Assistant
- Billing Assistants
- Payroll Administrators
- Accounts Payable Clerk
- Medical Coding Assistant
- Call Center Manager
- Client Services Associate

ALUMNI IN ADMINISTRATIVE ROLES

Here to Mentor You



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Joseph Peters '19
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Sample Job Descriptions

Administrative Assistant: Duties of the Administrative Assistant include providing support to our managers and employees, assisting in daily office needs and managing our company's general administrative activities. Administrative Assistant responsibilities include making travel and meeting arrangements, preparing reports and maintaining appropriate filing systems. The ideal candidate should have excellent oral and written communication skills and be able to organize their work using tools, like MS Excel and office equipment. If you have previous experience as a Secretary or Executive Administrative Assistant and familiarity within our industry, we'd like to meet you. Ultimately, a successful Admin Assistant should ensure the efficient and smooth day-to-day operation of our office.

Front Desk Receptionist: The Receptionist maintains internal and external communications of hospital and community through the operation of the telephone switchboard and front desk reception and helps support other hospital departments by taking on clerical or general office related responsibilities as directed.

Legal Secretary: Position includes work in preparing all necessary paperwork for probate proceedings, real estate closings and general litigation. Must be skilled in typing, filing, and have experience with Word, Excel, and other computer programs. Seeking person with attention to detail with great communication skills and eagerness to learn the practice of a real estate, probate and general practice law firm.

Client Service Advisor: We are looking for a competent and friendly client service advisors to join our fast growing business. In this position, you will be the first point of contact for our customers. You will greet them, initially discuss our services with them and collect payment. We want a candidate with excellent communication skills, a patient and compassionate attitude, and who can perform basic math.

Office Assistant/Accounts Payable: Are you the super-star multitasker type, strong in administration skills? The Office Coordinator tracks and processes accounts payable invoices and oversees the supervision of the payroll process, ensuring employees are paid timely and accurately.

Top Employers of Christendom Grads

- Christendom College
- Virtual Service Operations (VSO)
- McCarthy & Akers Law
- Seton Home Study School
- The Heritage Foundation
- Live Action
- AllClaims Pro
- Catholic University of America

"I have had the privilege of working with many Christendom alumni and through my experience reliably expect consistent professional and personal qualities that bear the marks of their formation at Christendom. I believe that regardless of the industry, Christendom graduates are prime candidates to become key additions to your team.

- Matt Akers, Attorney/Managing Partner at McCarthy & Akers, PLC

MAJORS AND MINORS TO PURSUE

- English Language & Literature
- Philosophy
- Theology
- History
- Political Science & Economics
- Mathematics
- Classical & Early Christian Studies

BENEFICIAL COURSES AT CHRISTENDOM

- Advanced Rhetoric & Composition
- Rhetoric & Public Speaking
- Communications Practicum

RELATED ON-CAMPUS JOBS

- Advancement Office Assistant
- Student Life Office Assistant
- Communications Assistant
- Resident Assistant (RA)
- Special Events Assistant
- Transportation Manager
- Faculty Assistant
- Visit Program Intern
- Receptionist
- Athletic Department Intern
- Athletic Office Director
- Business Office Assistant

RELATED EXTRACURRICULARS

- Debate Society Secretary
- Student Ambassador
- Class President
- Student Activities Council
- Club President
- Club Secretary

SUMMER JOBS/INTERNSHIPS TO PURSUE

- Camp Counselor
- Temp Office Job
- Customer Service Role
- Federal Government
- Local Government
- Non-Profit Internship

Customer Service



A customer service representative is a front line employee on the customer service team. They're responsible for reaching out to existing and potential customers with product offers, information about the company, and general updates. Sometimes it involves responding to customer communication, and other times it is more proactive because it aims to solve problems before the customer recognizes them. Customer service reps typically work in offices or call centers. They use phone calls, live chats, email, and social media to communicate with customers. In some cases, they may be assigned to a specific account, or work with other members on the service team to help every customer.

Typical Duties

- Maintain a positive, empathetic, and professional attitude toward customers at all times
- Respond promptly to customer inquiries
- Communicate with customers through various channels
- Acknowledge and resolve customer complaints
- Know everything about the products or services so that you can answer questions
- Process orders, forms, applications, and requests
- Keep records of customer interactions, transactions, comments, and complaints
- Provide feedback on the efficiency of the customer service process
- Manage a team of junior customer service representatives
- Ensure customer satisfaction and provide professional customer support

Essential Traits

- **Communication.** You will need to be responsive in a timely manner. You will need to communicate with clients/customers in a clear, easy-to-understand way to solve the problem.
- **Empathy.** Your interactions may begin with someone who is frustrated or unhappy. It is important that you understand and identify with the feelings of others and communicate accordingly.
- **Patience.** Clients and customers might ask several questions, be unhappy, or ask you to repeat instructions several times. Patience is important to keep the conversation on track, remain personable, and provide a positive experience.
- **Technical knowledge.** To effectively solve problems, you will likely need to know a bit of technical or industry knowledge to help them resolve the issue at hand.
- **Humility.** The #1 thing you need to be in your responses is 'humble.' It takes humility to write a clear response — whether it's admitting a mistake or simply saying that the client's request can't be worked out — that empathizes with the customers and doesn't offend them.
- **Attentiveness.** You will need to pay attention to the details and learn everything you can from the client's message and ask only for the information that's needed and not already present with the company. This way, the clients don't have to suffer the frustrating experiences of giving the same information over and over.

Best Personality for the Job - INFJ, INFP, ISFJ, ESFJ

The ideal customer service rep should be agreeable and exhibit confidence and conscientiousness traits. A person who can talk pleasantly and professionally with customers without getting into arguments or giving customers the feeling that their problems are not being solved will be successful in this role. High emotional intelligence and a positive attitude are a must.

Education and Experience Requirements:

- College Degree
- Experience in customer service, sales, team work, management, or relationship building
- Understanding of Microsoft Office Suite

Necessary Skills:

- Active listening
- Attentiveness
- Conflict resolution
- Dependability
- Effective communication
- Empathy
- Friendliness
- Open-mindedness
- Patience
- Quick thinking
- Responsiveness
- Timeliness

Starting Salary Range:

- $40,000-$50,000

Chances of Being Hired:

- Good chance

Most Popular Jobs for New Grads:

- Receptionist
- Bank Teller
- Front Desk Manager
- Member Services Rep.
- Concierge
- Help Desk Analyst
- Call Center Rep.
- Flight Attendant
- Technical Support Rep.
- Client Relations Specialist
- Retail Associate

ALUMNI IN CUSTOMER SERVICE

Here to Mentor You



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Sample Job Descriptions

Client Relations Specialist: Client Relations Specialists are the primary liaison to the customer and the customer follow-up process in regards to incomplete paperwork/monies for contracts and deeding of the client's new purchase: Assures new owners understand their paperwork and contracts, assisting them in making their reservations and assuring owners have all the information they need to feel comfortable with their purchase; Directly responsible for follow up and post-sale contact with new owners to assist in the reduction of cancels and kicks; Responsible for working closely with the Sales and Hospitality team to maintain a high quality of customer service; Provides technical assistance, support and advice to owners regarding the product and services associated with ownership.

Customer Service Representative - Banker's Insurance: Under direct supervision, the Customer Service Representative builds and maintains effective relationships primarily with customers, handling a high volume of inbound calls. As a trainee, this position provides telephonic customer service at a level consistent with Travelers' Business Center quality and productivity goals. This role also assists customers and agents with quotes, policy inquiries and changes, billing questions and technical support. The Customer Service Representative may also work closely with other business partners to handle key requests.

Help Desk Analyst: The Help Desk Analyst's primary function is to provide first level customer support to Health Quest users, including medical and administrative staff in multiple locations. In addition to answering incoming calls and creating and tracking tickets, the Help Desk Analyst is also required to escalate issues when appropriate, communicate with users regarding downtime and other unplanned occurrences, regularly monitor system and environmental status, monitor the AS400 system and run jobs (if assigned to do so), and enforce all HQIT security policies.

Flight Attendant: As the sole Flight Attendant on each aircraft, the following responsibilities must be met. Perform a variety of services conducive to the safety & comfort of passengers aboard our aircraft. Provide excellent customer service by ensuring a welcoming environment to passengers and professionally addressing customer requests. Market and sell products during flights. Follow established guidelines to provide for the safety of passengers and handle in flight emergencies and security in accordance with standard emergency procedures and practices.

Hotel/Restaurant Reservations Agent: The Reservations Agent is responsible for assisting guests by serving as a brand ambassador being able to articulate services The Inn at Little Washington provides to offer wealth of knowledge to all guests. The Reservations Agent serves as the guests first interaction with The Inn and sets the tone for the experience to come. The agent assists the guest by helping them select the ideal experience of room and dinner reservation, while maximizing revenue. The Reservations Agent also serves as concierge, assisting the guest by answering questions about additional activities and attractions available in the area. Paramount to this role is providing guest service in accordance to Forbes 5-Star and AAA 5-Diamond standards.

Personal Banker: The Personal Banker is responsible for assisting new and existing customers with their immediate, short-term and long-term financial needs through the handling of transactions, new account openings and appropriate partner referrals.

MAJORS AND MINORS TO PURSUE

- English Language & Literature
- Philosophy
- Theology
- History
- Political Science & Economics
- Mathematics
- Natural Science
- Classical & Early Christian Studies

BENEFICIAL COURSES AT CHRISTENDOM

- Advanced Rhetoric & Composition
- Rhetoric & Public Speaking

RELATED ON-CAMPUS JOBS

- Advancement Office Assistant
- Student Life Office Assistant
- Communications Assistant
- Resident Assistant (RA)
- Special Events Assistant
- Gymnasium Assistant
- Operations Staff
- Student Body President

RELATED EXTRACURRICULARS

- Debate Society
- Student Ambassador
- Class President/VP
- Student Activities Council
- Club President
- Sacred Grounds
- Club Founder

SUMMER JOBS/INTERNSHIPS TO PURSUE

- Restaurant Server or Host/ess
- Camp Counselor
- Retail Store Associate
- Customer Service Role
- Hotel Desk Clerk



First Responders/Law Enforcement

First responders and law enforcement personnel are often the first professionals to arrive on the scene of emergencies and accidents. First responders are normally police officers, EMTs and firefighters. Police officers' job duties include responding to emergency calls while out on patrol, at which point they might be required to perform CPR or first aid, secure a crime scene, or detain suspects. EMTs also perform basic lifesaving techniques on scene and continue to provide care on the way to a hospital or other healthcare facility. Firefighters respond to a variety of emergency situations, including fires, natural disasters, hazardous waste spills, and medical emergencies.

Typical Duties

- Respond to 911 calls for emergency medical assistance, fires, and domestic disputes
- Assess a patient's condition and determine a course of treatment
- Obtain and serve warrants for arrests, searches, and other purposes
- Transport patients safely in an ambulance
- Patrol assigned areas, observing people and activities
- Conduct traffic stops, arrest people suspected of crimes, and issue citations
- Collect and secure evidence from crime scenes
- Write detailed reports about incidents and fill out forms
- Prepare cases for legal proceedings and testify in court
- Drive emergency vehicles
- Find, rescue, and treat sick or injured people in emergency situations

Essential Traits

- **Quick Decision-Making Skills.** Must be able to quickly assess a situation and determine the appropriate course of action in order to minimize negative consequences.
- **Stamina.** Working long hours is very common for first responders.
- **Physical Fitness and Mental Health.** Being in top physical and mental shape will be crucial to performing the duties required of first responders.
- **Compassion.** Showing care and concern for the strangers you are helping is vital.
- **Good Driving Record.** Many first responders are required to drive vehicles. Those with poor driving records may be disqualified from employment.
- **Cool-Headed.** When approaching intense situations, you must remain calm under pressure.
- **Cooperative.** First responders never work alone. Must be able to work and communicate with others in a team environment.
- **Perseverance.** First responders just don't give up. They are heroes to the core and will continue to work, even when it gets tiring and difficult.
- **Bravery.** Having the heart to help people, and the strength to follow through, is essential. Despite the risks—first responders do everything they can to help those in need. That's what they signed up to do on this job: save lives.

Best Personality for the Job - ESTJ, ISTJ, ISFJ

The ideal first responder or law enforcement agent will be assertive, action-oriented, and decisive. The career field also requires a genuine concern for others well-being and safety. Punctuality, promptness, and integrity are necessary for success as a first responder. Many jobs within this field require 24-hour shifts, so people with good stamina and physical fortitude will excel.

Education and Experience Requirements

- A college degree is normally necessary to work for a Federal Agency such as the FBI, ATF, CIA, Secret Service, etc.
- A college degree is not necessary for some roles, although may be useful
- Specific training will be provided once accepted into the role - police officer, sheriff deputy, firefighter, EMT

Median Salary

- $60,000

Typical Job Titles

- EMT
- Firefighter
- Police Officer
- Sheriff's Deputy
- Secret Service Agent
- FBI Agent
- Border Patrol Agent
- Bailiff
- Correctional Officer
- K-9 Officer
- Park Ranger
- Conservation Officer
- Prison Warden
- Security Guard
- Customs Officer
- US Marshal

ALUMNI WHO ARE FIRST RESPONDERS

Here to Mentor You



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Sample Job Summaries

EMT (Emergency Medical Technician): An EMT responds to emergency situations by stabilizing patients before taking them to a medical care facility. Their main duties include transporting patients to hospitals, driving emergency vehicles safely and responsibly and quickly responding to calls made by Dispatchers.

Firefighter: A Firefighter is responsible for using their physical stamina and compassionate nature to combat fires and other hazardous situations while ensuring the safety of others. Their duties include using equipment to extinguish fires, rescuing members of the public from dangerous conditions and providing cleanup services to law enforcement at the scene of a car accident or natural disaster.

US Marshal: The USMS is the Federal Government's lead agency for conducting investigations involving escaped federal prisoners; probation, parole, and bond default violators; and fugitives based on warrants generated during investigations. U.S. Marshals have the authority to carry firearms and make arrests on all federal warrants.

Uniformed Secret Service Agent: The Uniformed Division's mission is to protect facilities and venues secured for U.S. Secret Service protectees. It is mandated by law to provide physical security for the White House Complex and the Vice President's Residence at the Naval Observatory. It also provides security and police services for the foreign diplomatic missions and Treasury Department building, both located in Washington, D.C.

Correctional Officer: A Correctional Officer, or Prison Guard, is responsible for enforcing the rules and maintaining routines at a jail, prison or another correctional facility. Their duties include inspecting jail cells according to security protocols and safety codes, supervising inmates during meals and recreational time and diffusing conflicts between inmates to help preserve peace and order.

K-9 Officer: K-9 officers and their dogs endure rigorous testing and training on an ongoing basis to protect and serve their communities. They are often dispatched to the most dangerous calls and must have a high level of athleticism, police skills and fearless dedication to do their jobs well.

Customs Agent: Customs Agents investigate drug smuggling, child pornography, money laundering, in addition to enforcing provisions of the Arms Export Control Act. These agents are also referred to as Customs Border Patrol (CBP) officers. Customs Agents operate sophisticated surveillance technology, recruit informants, analyze courier, manufacturing, bank, and export records, acquire search warrants, conduct interviews, and collaborate with other law enforcement agencies to conduct raids.

Conservation Police: These officers are highly motivated, independent, and well-trained members of the law enforcement community. Whether working a youth fishing day, tracking a violent offender over rough terrain, or providing law enforcement services in the wake of a natural disaster, Conservation Police Officers are always ready and willing to serve. These Officers are fully certified officers through the Department of Criminal Justice Services with the authority to enforce all of the laws of the State.

BENEFICIAL COURSES AT CHRISTENDOM

- Natural Law
- Ethics
- Constitutional Law I and II
- American Government Institutions

RELATED ON-CAMPUS JOBS

- Resident Assistant
- Athletics Assistant
- Student Life Office Assistant
- Operations Assistant
- Event Planning Assistant

RELATED EXTRACURRICULARS

- Debate Society
- Club Leader
- Athletics
- Student Body President
- Class President
- Student Activities Council
- Student Ambassador
- Shield of Roses

SUMMER JOBS/INTERNSHIPS

- Local Citizen's Police Academy
- Volunteer at your local Fire & Rescue Squad
- US State Park internship
- Federal Internship of any sort
- Summer Program Counselor
- Lifeguard
- Civil Air Patrol
- Boy/Girl Scouts
- American Heritage Girls



IT/Software Development/Cybersecurity

IT and Software Development workers are in high demand because everything we do relies on technology. Christendom students, with their broad education, including a focus on analytical thinking and written communication, are needed in IT jobs. Companies are looking for ethical workers who can help prepare their companies for the future of tech. Although you do not need to earn a specific degree to achieve success in an IT job, it will be crucial for you to gain a certain amount of knowledge and skills within the field, and eventually, certification.

Typical Duties

- Analyze users' needs and then design and develop software to meet those needs
- Design each piece of an application or system and plan how the pieces will work together
- Document every aspect of an application or system as a reference for future maintenance and upgrades
- Create test plans, scenarios, and procedures for new software
- Identify project risks and recommend steps to minimize those risks
- Implement software testing, using either manual or automated programs and exploratory testing, and evaluate results
- Document and report defects or problems with software
- Provide feedback to software developers and stakeholders regarding usability/functionality
- Write programs in a variety of computer languages, such as C++, Python, and Java
- Update and expand existing programs
- Test programs for errors and fix the faulty lines of computer code

Essential Traits

- **Written Communication.** Much of IT/Software Development work is done on the computer. Ability to write emails, proposals, and explanations of products is important.
- **Logical Thinking/Reasoning** to create sensible solutions and reach rational conclusions.
- **Innovation.** Coming up with new ideas and interesting ways to solve problems is necessary in IT work.
- **Teamwork.** Jobs in this field require a lot of collaboration and work with others to complete tasks.
- **Analytical Thinking.** The ability to identify and define problems after analyzing information, then develop workable solutions.
- **Detail-Oriented.** In order to properly assess the function of software products, you must be able to notice the little things.

Best Personality for the Job - INTJ, INTP, ENTJ, ENTP, ISTP, ISFP, ESTP, ESFP

Both introverts and extroverts excel in this career field. Those who are more attuned to the details do well with analyst and testing jobs, whereas those who can see the big picture thrive with design jobs. These jobs require those with the stamina to work long hours sitting down at a desk in front of a computer. Being focused, timely, and willing to do what it takes to meet a deadline are huge assets.

Education and Experience Requirements

- College Degree
- Internship or Work Experience with computers or IT
- Linkedin Learning courses on programming, software development, or somputer networking
- Specific Certifications (see next page for more details)

Median Salary (entry level)

- $62,000

Chances of Being Hired

- Good with the right certifications
- Great with alumni companies and the right certifications

Typical Job Titles

- UI/UX Designer
- Software Developer
- Web Developer
- Mobile App Developer
- Systems Architect
- AI Engineer
- Front-End or Back-End Developer
- Full-Stack Developer
- Computer Programmer
- Systems Engineer
- Cloud Architect

ALUMNI IN IT/SOFTWARE/CYBERSECURITY

Here to Mentor You



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Required Schooling & Certifications

Most companies are willing to hire people who have certificates and skills in very specific areas, such as the following:

- AWS certified cloud practitioner
- Certified cloud security professional (CCSP)
- Certified data privacy solutions engineer (CDPSE)
- Certified data professional (CDP)
- Certified information security manager (CISM)
- Cisco certified network professional (CCNP)
- CompTIA (A+, Cloud+, Security+)
- Microsoft Certified Azure Solutions Architect
- Microsoft certified solutions associate/expert (MCSA/MCSE)
- Project management professional (PMP)

Courses to Pursue

- LinkedIn Learning offers certificates of completion in the following pertinent areas: Python, C++, JavaScript, Coding Bootcamps, UX Design, Cloud Solutions, Software Engineering, and more
- Coursera is an online platform that offers courses, certifications, guided projects, and specializations from GoogleAzure, Meta, Python, IBM, and Salesforce
- Local community colleges also offer courses that may be beneficial
- Other online certification sites include Udemy, Udacity, and Codecademy

Sample Job Descriptions

Software Developer: A Software Developer, or Computer Software Developer, is responsible for using their knowledge of programming languages to design software programs. Their duties include meeting with clients to determine their software needs, coding and testing software to ensure functionality and updating software programs to refine components like cybersecurity measures and data storage capacities.

Full-Stack Developer: A Full-Stack Developer or Engineer uses coding to operate on both front- and back-end systems. Their main duties include creating user interactions on various websites and platforms, writing code optimized for mobile, and developing databases and services for functionality.

UX Designer: A UX Designer monitors user experience and ensures that websites, software programs, and products are easy to use. They review user feedback to determine potential defects or areas for clarity.

MAJORS/MINORS TO PURSUE

- Math
- Philosophy
- English
- Natural Science

BENEFICIAL COURSES AT CHRISTENDOM

- Computer Science
- Introduction to Statistics
- Real Analysis
- Differential Equations
- Calculus I-III

RELATED ON-CAMPUS JOBS

- Math Tutor
- Marketing and Communications Intern
- Computer Services Assistant
- Special Event Planner

RELATED EXTRACURRICULARS

- Game Stats Keeper
- Math Club
- Student Body President
- Class President
- Student Activities Council
- Student Ambassador

SUMMER JOBS/INTERNSHIPS TO PURSUE

- Software Developer Internship
- Computer Science Intern
- Computer Camp Counselor
- Programmer
- Network Assistant
- Data Analyst



Law

Most lawyers work for companies, organizations, government agencies, and schools. While there are trial attorneys who try cases in the courts, it is more common for lawyers to serve as legal counsel and consultants outside of the court system. Lawyers are committed, assertive, and have a sense of justice. To become a lawyer, one must endure the rigors of law school, which requires taking the LSAT and preparing a solid application. Christendom students are well-prepared for a career in law because of the classes focusing on logical thought, effective expression, and emphasizing truth.

Typical Duties

- Advocate for and represent clients in courts, before government agencies, and in private legal matters
- Advise clients about their legal rights, and counsel them about their options
- Communicate with clients, colleagues, judges, and others involved in cases
- Conduct research and analysis of legal problems
- Interpret laws, rulings, and regulations for individuals and businesses
- Present facts in writing and verbally to clients or others, and argue on behalf of clients
- Prepare and file legal documents, such as lawsuits, appeals, wills, contracts, and deeds

Essential Traits

- **Excellent Communication Skills**. The ability to write well and professionally – be it an e-mail, a letter, or a brief. Must be able to convince and inspire people through the written and spoken word, both in and out of the courtroom.
- **Tenacity**. Law school is tough, so you must have the tenacity to persevere through it. Working long hours is common for many lawyers. Being determined and tenacious will propel you to achieve your goals as a lawyer.
- **Time Management**. Working simultaneously on multiple projects, each with a different deadline, is normal.
- **Reliability**. Clients are relying on you with their toughest and most sensitive issues. You must show up, do what you say you'll do, and meet the needs of your clients.
- **Analytical Thinking**. You will review and assimilate large amounts of complex information, so you must be able to analyze and synthesize in order to meet your clients' varying needs and win cases.
- **Intelligence**. Intellectual curiosity, the ability to learn fast, comfort with the unfamiliar, and the confidence to communicate with diverse audiences are essential.

Best Personality for the Job - ISTJ, ESTJ, ISFJ

People who are analytical, detail-oriented, and extremely driven will make successful lawyers. A desire to help other people and a keen sense of justice are essential to excel in the field. The person willing to work long hours and do what it takes to get the job done will find success in any area of law. Additionally, the ability to keep sensitive information confidential is essential.

Education and Experience Requirements

- College Degree
- Internship in Law Firm
- Law School Degree
- Passing the Bar Exam

Median Salary

- $127,000

Typical Job Titles

- Sports Contract Negotiator
- Policy Attorney
- Real Estate Lawyer
- Tax Attorney
- District Attorney
- Estate Planning Attorney
- Trial Lawyer
- Public Defendant
- Prosecutor
- Law Clerk
- Media or Entertainment Lawyer
- Mergers & Acquisitions Lawyer
- Patent Lawyer
- Maritime Lawyer
- Military JAG Lawyer
- Appellate Lawyer
- Bankrupcy Lawyer
- Law Professor
- Judge
- Chief Operating Officer
- Entrepreneur
- FBI Agent

ALUMNI IN LAW

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Required Testing

- The LSAT (Law School Admission Test) is the most commonly used entrance exam for law schools. It is a rigorous test that requires a lot of studying and preparation.
- Scores range between 120 and 180 with many schools requiring 155–175.
- Most law schools give out scholarships based on an applicant's LSAT score.
- The LSAT costs $238. The Career & Professional Development Office will reimburse you the fee after you've taken the test and sent your scores to the college.
- The Career & Professional Development Office offers free test prep books and online resources.
- Once finished law school, the bar exam must be passed for the state in which you plan to work. If you plan to work in multiple states, you must pass multiple bar exams in order to practice law.

Required Schooling

- Law school is required to become a practicing attorney/lawyer. Programs are 3 years long with the first year being almost identical no matter which school you attend.
- Schools have a variety of concentrations (similar to a major) such as constitutional, criminal, or corporate law. When researching schools, consider what you want to focus on before choosing a school.
- Law school students receive a J.D. (juris doctor) degree upon graduation.

Law Schools to Consider

- **VERY IMPORTANT:** Law schools are nationally ranked, and the higher the ranking, the more competitive it is to get accepted. Some law firms only hire from top-ranked law schools. It is important to understand the value that your chosen law school has in the area of law you hope to work.
- **Ave Maria University School of Law** (ranked #153 by US News in 2025) offers a full tuition scholarship and a stipend of up to $10,000 for Christendom College graduates. See https://www.avemarialaw.edu/admissions/cardinal-newman-scholarship/ for more details.
- **Antonin Scalia School of Law** at George Mason University (ranked #31 by US News in 2025) – many alumni have attended and received very good - even full - scholarships to attend.
- **Columbus School of Law** at The Catholic University of America (ranked #71 by US News in 2025) – a number of alumni have attended.
- **University of Virginia School of Law** (ranked #4 by US News in 2025) – they offer a scholarship (depending on the year) to a graduate of a ***Newman Guide*** School.

BENEFICIAL COURSES AT CHRISTENDOM

- Jurisprudence and the Catholic Lawyer
- Natural Law
- On Justice
- Constitutional Law I and II
- American Government Institutions
- Politics Practica

RELATED ON-CAMPUS JOBS

- Resident Assistant
- Administrative Office Assistant
- Library Page or Supervisor
- Special Events or Operations Assistant
- Summer Program Counselor

RELATED EXTRACURRICULARS

- Debate Society
- Club Leader
- Athletics
- Student Body President
- Class President
- Student Activities Council
- Student Ambassador

SUMMER JOBS/INTERNSHIPS TO PURSUE

- Legal Assistant
- Research Assistant
- Legislative Intern
- Political Non-Profits
- Camp Counselor



Nursing

Nurses work in a variety of settings, including hospitals, doctor's offices, nursing homes, and schools. They diagnose patients for ailments, and then administer appropriate medicines and treatments that the medical doctors prescribe. Additionally, some provide ongoing, palliative, and hospice care, while offering comfort and support to both patients and families. There are different levels of nurses, including Certified Nursing Assistants (CNA), Licensed Practical Nurse (LPN), Registered Nurse (RN), and Advanced Practice Registered Nurse (APRN). Each different level of nursing requires different educational backgrounds and experiences.

Typical Duties

- Assess patients' conditions
- Record patients' medical histories and symptoms
- Observe patients and record the observations
- Administer patients' medicines and treatments
- Set up plans for patients' care or contribute information to existing plans
- Consult and collaborate with doctors and other healthcare professionals
- Operate and monitor medical equipment
- Help perform diagnostic tests and analyze the results
- Teach patients and their families how to manage illnesses or injuries
- Explain what to do at home after treatment

Essential Traits

- **Compassion**. Showing care and concern for patients. Caring for strangers is essential to the nursing profession.
- **Verbal Communication**. Being able to speak with patients and explain necessary information and communicate with coworkers about patient updates.
- **Analytical Thinking**. A nurse's primary job is to analyze a patient's issues to determine proper care.
- **Attention to Detail.** A good nurse knows the stakes are high and that they're responsible for peoples' well being. Having a strong attention to detail is one of the nurse personality traits that can easily and quickly determine how successful they'll be in their role.
- **Problem-Solving**. Once an issue is determined, a nurse must find a solution to the problem.
- **Empathy and Understanding**. Patients in a nurse's care are often seeking someone to understand their problems.
- **Stamina.** In an average 12-hour shift, nurses exercise a unique balance of physical and emotional stamina that few other industries encounter. Effectively managing this skill is what makes a great nurse.

Best Personality for the Job - INFP, ISFJ, ISTP

Compassionate problem-solvers who have the ability to analyze problems and accurately communicate to patients will thrive in this field. Showing care and concern for all patients who walk through the door, and keeping information confidential, is essential to complete the duties of a nurse.

Education and Experience Requirements

- College Degree to become a Registered Nurse (RN)
- Internship or Work Experience at Medical Facility
- Bachelor's of Science in Nursing (BSN) to become an RN
- Nursing degree may be earned through an accelerated BSN program
- State-Approved program to become a Certified Nursing Assistant (CNA) and pass an exam
- Passing the NCLEX exam to become RN

Median Salary

- $77,000

Typical Job Titles

- Certified Nursing Assistant (CNA)
- Licensed Practical Nurse
- Surgical Assistant RN
- Emergency Room Nurse
- Clinical Nurse Supervisor
- Nurse Case Manager
- Oncology RN
- Nurse Practitioner
- Nurse Educator
- School Nurse

ALUMNI IN NURSING

Here to Mentor You



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Required Testing

- Some schools require TEAS Exam for admittance to programs.
- Career & Professional Development Office will reimburse for test cost.
- Upon completion of a nursing program, the NCLEX is taken to officially become an RN.

Required Schooling

Different career paths require different degrees, such as:

- Certified Nursing Assistant (CNA)
- Licensed Practical Nurse (LPN)
- Associate in Nursing (ASN)
- Bachelor's in Nursing (BSN)
- Accelerated BSN program (for students who already have a college degree and want to earn their BSN degree in 12-18 months)

Schools to Consider

- George Mason University – Accelerated 2nd Degree program which is 12-months, around $25K, and very competitive.
- Shenandoah University – Accelerated 2nd Degree program which is 15-months and more expensive than GMU.
- West Virginia University – BS/BA to Bachelor of Science in Nursing which is five semesters and begins in January.
- University of Mary – Accelerated 2nd Degree program which is 13 months
- Liberty University – Accelerated Pre-Licensure (BSN) which is 2 years
- A large state university in your home state – it will be less expensive and you may be able to live at home and commute.

Nursing Facts

- Nurses comprise the largest single component of hospital staff, are the primary providers of hospital patient care, and deliver most of the nation's long-term care.
- Although 62.2% of all employed RNs work in hospitals, many are employed in a wide range of other settings, including private practices, public health agencies, primary care clinics, home health care, outpatient surgicenters, health maintenance organizations, nursing school-operated nursing centers, insurance and managed care companies, nursing homes, schools, mental health agencies, hospices, and the military. Other nurses work in careers as college and university educators preparing future nurses or as scientists developing advances in many areas of health care and health promotion.

BENEFICIAL COURSES AT CHRISTENDOM

- Statistics
- Anatomy & Physiology
- Chemistry
- Biochemistry
- College Algebra
- Philosophy of Psychology
- Philosophical Issues in Modern Science
- Introduction to Biology
- Bioethics

BENEFICIAL COURSES TO TAKE ELSEWHERE

- Microbiology
- Lifespan Growth and Development
- Organic Chemistry
- Nutrition
- Psychology
- Sociology

RELATED ON-CAMPUS JOBS

- Resident Assistant
- Athletic Training Assistant
- Summer Program Counselor
- Special Events Planner

RELATED EXTRACURRICULARS

- Debate Society
- Club leader
- Athletics
- Student Body President
- Class President
- Student Activities Council
- Student Ambassador

SUMMER JOBS/INTERNSHIPS

- Pregnancy Center Volunteer
- CNA
- Camp Counselor
- Tutor/ Mentor
- Hospital Volunteer
- Doctor's Office Assistant



Counseling

Counseling can take many forms, all of which require a master's degree or higher. Many counselors work individually with clients to assess issues and provide guidance to solve or cope with ongoing problems. Some counselors work in school settings providing assistance to young children, while others have a private practice serving married couples or individuals. A counselor's primary role is to help clients navigate challenges and equip them with necessary tools to improve their lives.

Typical Duties

- Evaluate clients' mental and physical health, addiction, or problematic behavior and assess their readiness for treatment
- Encourage clients to discuss their emotions and experiences
- Develop, recommend, and review treatment goals and plans with clients and their families
- Guide clients through the process of making decisions about their future
- Help clients develop strategies and skills to change their behavior and to cope with difficult situations
- Work with clients to identify behaviors or situations that interfere with their recovery
- Teach clients' family members to help them develop strategies to cope with problems
- Help clients process their reactions and adjust to difficult changes in their life
- Refer clients to other resources or services in the community, such as support groups or inpatient treatment facilities
- Complete and maintain confidential files and mandated records

Essential Traits

- **Verbal Communication**. Counselors spend their days talking and listening to clients. It is important to be able to accurately and appropriately communicate verbally to set boundaries, share ideas, and provide guidance.
- **Listening Skills**. A counselor listens more than talks, which helps clients share about themselves and their problems. Listening intently allows you to better create an appropriate treatment path.
- **Compassion**. Counselors support clients through incredibly tough times. Showing compassion for all clients from various backgrounds is necessary for good client-counselor relationships.
- **Problem-Solving**. Although counselors do not solve their clients' problems outright, they must be able to guide someone through the process, and offer innovative solutions.
- **Patience**. As a counselor, you will encounter clients who struggle to make progress or who make unwise decisions. You must be patient as you walk them through difficult times.
- **Non-Judgmental**. Withholding judgment about decisions clients have made is key to building rapport. A client is seeking a counselor who they can trust to help, no matter their past choices.
- **Trustworthiness.** Clients who come to your counseling door suffer in some way. You need to let your client know they can trust you by using good listening skills, creating a welcoming environment, and demonstrating your dedication to helping them.

Best Personality for the Job - INFJ, INFP, ENFP

Intuitive feelers with warm and friendly demeanors who have a strong desire to help people will excel as counselors. The job requires empathy, attentiveness, and high emotional intelligence. Good listeners who can analyze, synthesize, and then restate client concerns will be the most effective. Additionally, both self-awareness and trustworthiness are key.

Education and Experience Requirements

- College Degree
- Most counseling and psychology programs accept any undergraduate major
- Some programs may require a Psychology 101 pre-requisite course, which can be earned at a community college

Median Salary

- $49,000

Typical Job Titles

- Mental Health Counselor
- School Counselor
- College Counselor
- Career Counselor
- Child Counselor
- Grief Counselor
- Guidance Counselor
- Marriage Counselor
- Family Counselor
- Substance Abuse Counselor
- Psychologist
- Therapist
- Psychiatrist

Skills Required

- Attentiveness
- Conflict resolution
- Dependability
- Empathy
- Friendliness
- Quick thinking
- Responsiveness
- Timeliness

ALUMNI IN COUNSELING

Here to Mentor You



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Types of Counselors

- **Counselor** – has a master's degree. Offers advice and counsel to clients addressing emotional and relationship issues. Focuses more on talk therapy and skill development than diagnosing and treating.
- **Therapist** – has a master's degree. Very similar to a counselor but helps clients understand the ***how and why*** behind a challenge or issue.
- **Psychologist** – has either a master's or doctorate degree. Provides disorder-specific therapy and administers a wide range of diagnostic tests.
- **Counseling Psychologist** – has a doctorate degree. Primarily treats clients with serious mental health conditions. Pursues research and teaching as well.
- **Psychiatrist** – attends medical school in order to be qualified to prescribe medication to patients. Diagnoses and treats mental health conditions.

Required Degrees

- **Ph.D. in Psychology** – emphasizes research and studies the theories behind psychology.
- **Psy.D.** – prepares a student to practice psychology and apply scientific knowledge directly to the practice of psychology.
- **M.S. in Psychology** – focuses on research regarding human behavior; teaches students about clinical research, administering tests, and prescribing treatments.
- **M.A. in Clinical Mental Health Counseling** – focuses on teaching students how to provide counseling and use research in counseling.

Required Certification

- A master's degree in some type of counseling is required to become an LPC (Licensed Professional Counselor)
- Most states require the LPC (Licensed Professional Counselor) licensure after completing a master's degree in order to practice in the state

Schools to Consider

- **Franciscan University** – Master of Science in Clinical Mental Health Counseling
- **Divine Mercy University** – Master of Science in Counseling or Psychology (online options available)
- **Regent University** – Master of Arts in Clinical Mental Health Counseling and Master of Arts in School Counseling
- **University of Mary** – Master of Science in Counseling, Clinical Mental Health Counseling and School Counseling (online options available)
- **Liberty University** – a large variety of counseling degree options and online programs available

BENEFICIAL COURSES AT CHRISTENDOM

- Philosophy of Psychology
- Bioethics
- Philosophical Issues in Modern Science
- Introduction to Statistics
- Anatomy & Physiology
- Biology

RELATED ON-CAMPUS JOBS

- Resident Assistant
- Academic Mentor
- Tutor
- Student Life Office Assistant
- Admissions Office Phone Caller
- Advancement Office Phone Caller

RELATED EXTRACURRICULARS

- Debate Society
- Student Body President
- Class President
- Student Activities Council
- Student Ambassador

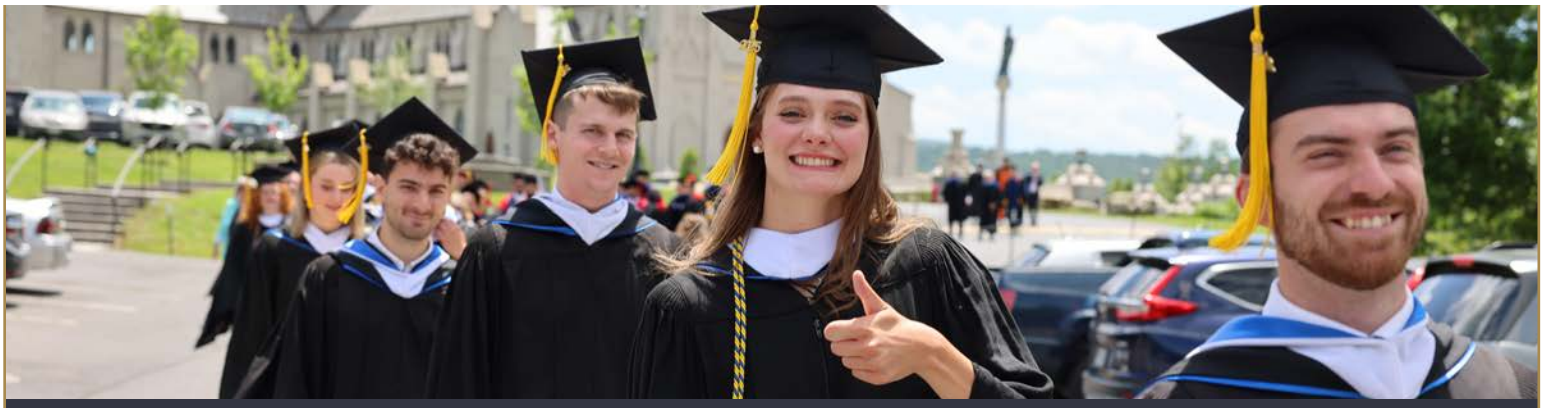
SUMMER JOBS/INTERNSHIPS TO PURSUE

- Receptionist at a counseling center
- Pregnancy Center Volunteer
- Nursing Home Assistant
- Hospital Intern
- Doctor's Office Assistant
- Camp Counselor
- Tutor
- Mentor

Christendom grads are accepted to many graduate schools and programs. Approximately 18% of Christendom alumni have attained a graduate degree. Below is a sampling of the schools they have attended:

- Arizona State University (Business)
- Augustine Institute (Theology)
- Ave Maria School of Law
- Baylor University School of Law
- Benedictine College (Business)
- Brussels School of International Studies (Business)
- Carnegie Mellon University (English)
- Case Western Reserve University School of Medicine
- Charlotte School of Law
- Christian Brothers University (Business)
- Claremont Graduate University (History)
- Concord Career College (Nursing)
- Creighton University School of Medicine
- Dickinson School of Law
- Divine Mercy University (Psychology)
- Drexel University (Educational Administration)
- Eastern Virginia Medical School
- Embry-Riddle Aeronautical University
- Florida State University (Literature)
- Fordham University (Philosophy)
- Franciscan University of Steubenville (Theology, Counseling, Philosophy)
- George Mason University (Nursing, History, Linguistics, Electrical Engineering, International Commerce & Policy, Spanish)
- George Mason University Antonin Scalia Law School
- Georgetown University Law Center
- Harvard University (Classics)
- Indiana University – Maurer School of Law
- Indiana Wesleyan University (Business)
- Internationale Akademie für Philosophie
- Johns Hopkins University (Neuroscience, Education, Politics)
- L'Academie de Cuisine (Culinary arts)
- Liberty University (Education, Counseling)
- Loyola University Maryland, Sellinger School of Business (Business)
- Marquette University (Philosophy, Counseling & Educational Psychology)
- Montessori Training Center of Minnesota
- Northeastern University (Business, Accounting)
- Oklahoma City University School of Law
- Providence College (Teaching)
- Quinnipiac University School of Law
- Saba University School of Medicine
- Seton Hall University (Theology)
- Shenandoah University (Business, Music)
- Southern Methodist University (Theology)

- State University of New York (SUNY) (Library Science)
- St. John's College, Annapolis (Liberal Arts)
- St. Louis University (History)
- St. Luke's School of Nursing
- St. Mary's University School of Law
- Texas A&M University (MBA – International Trade)
- The Catholic University of America (Literature, Political Science, Library Science, Philosophy, Classics, Theology, Business, Church History, Early Christian Studies, Social Work)
- The Catholic University of America Columbus School of Law
- The College of William & Mary Law School
- The Institute of World Politics (Political Studies)
- The Pontifical Faculty of the Immaculate Conception (Theology)
- The Pontifical Gregorian University, Rome (Theology)
- The Pontifical University of St. Thomas Aquinas, Rome (Theology)
- The Pontifical University of the Holy Cross, Rome (Communications)
- The University of Dallas (English, Theology, Business, Psychology, Humanities)
- The University of Dayton School of Law
- The University of Denver (Library Science)
- The University of California Davis Law School
- The University of Colorado (French)
- The University of Louisville Law School
- The University of Maryland University College (Management/Accounting)
- The University of Memphis Cecil C. Humphreys School of Law
- The University of Miami (Architecture)
- The University of Notre Dame (Educational Administration, Architecture, Philosophy, History, Theology, Business)
- The University of Notre Dame Law School
- The University of Ottawa (Education)
- The University of Oxford, England (English, Anthropology)
- The University of Paris, Sorbonne (Philosophy)
- The University of Pennsylvania Carey Law School
- The University of Pennsylvania - The Wharton School (MBA)
- The University of Richmond Law School
- The University of Texas, Austin (Accounting)
- The University of Tulsa (History)
- The University of Virginia (History)
- The University of Virginia Law School
- The University of Western Ontario (Library Science)
- The University of York, England (Literature)
- University of Louisville School of Dentistry
- University of Tennessee-Knoxville (Business)
- Vanderbilt University (Nursing)
- Virginia Commonwealth University School of Medicine (Physical Therapy)
- Virginia Tech (Business, Architecture, Accounting)
- Washington and Lee Law School
- West Virginia University School of Medicine



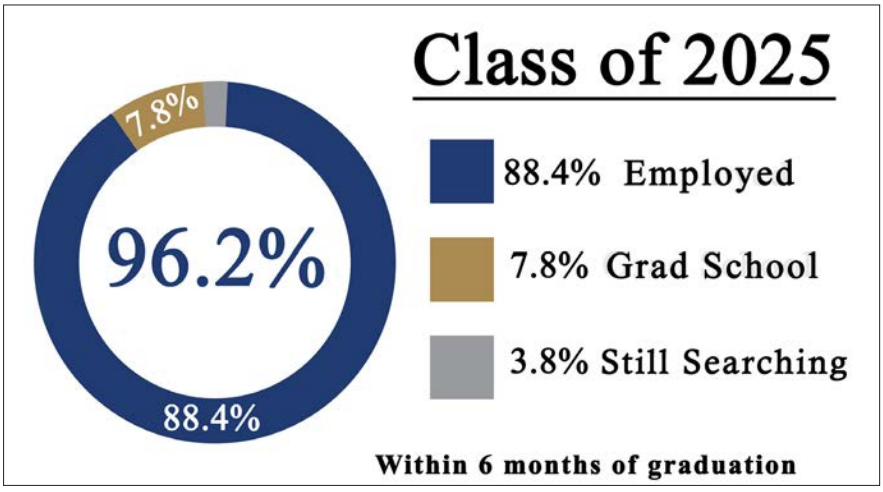
CHRISTENDOM COLLEGE

Alumni Outcomes & Statistics

According to the college's founder, Dr. Warren H. Carroll, the primary goal of Christendom College is to form lay apostles so that they can go out into the world as knowledgeable, committed Roman Catholics, and work in the professional world, giving witness to the Truth and helping to make the culture around them to be more Christ-like. In short, to work "to restore all things in Christ."

Since the first graduating class of 1980, Christendom alumni have been living in the world, but not of the world, as lay apostles, working in every field possible: IT, marketing, media, education, politics, healthcare, finance, military, administration, law, government, business, research, engineering, software development, and more. Additionally, hundreds of alumni have entered their chosen vocations to the priesthood, religious life, or married life where they are helping to educate, raise, and pray for the next generation of Catholic men and women.

Armed with their rigorous liberal arts educations, and steeped in Truth, they are making their mark on the Church and the world, helping to restore the culture and to bring the Truth to the world through their daily lives.



ALUMNI STATISTICS

- 4450: TOTAL NUMBER OF ALUMNI
- 96%+: ALUMNI ARE STILL PRACTICING CATHOLICS
- 96%: ALUMNI SATISFIED WITH THEIR EDUCATIONAL EXPERIENCE
- 97%: ALUMNI AGREE THAT CHRISTENDOM HAD A POSITIVE INFLUENCE ON THEIR LIVES
- 650+: ALUMNUS-ALUMNA MARRIAGES (FEW DIVORCES - MANY CHILDREN)
- 160+: ALUMNI VOCATIONS TO THE PRIESTHOOD OR RELIGIOUS LIFE
- 93%: CLASS OF 2025 AGREED EDUCATION WAS WORTH THE FINANCIAL INVESTMENT
- 87%: CLASS OF 2025 AGREED THAT CHRISTENDOM GAVE THEM THE TOOLS THEY NEEDED TO SUCCEED IN THE WORKPLACE

"I always think that the ultimate test of the excellence of a Catholic college is the quality of Faith in Christ and in His Church of the alumni, and Christendom certainly stands out in that regard."

– Raymond Cardinal Burke