



## AWIS Career Resource Quick Reference Guide.

<http://www.mass-awis.org/>

Career resources for Women in Science: While this is not a comprehensive list of resources available in the area or on the web, this handout is meant to offer you a place to start in your search for answers about your career and how to reach your next goal.

### **Career websites and offices:**

<http://sciencecareers.sciencemag.org/>

One of the most comprehensive career websites out there; a rich resource of information on career choices, professional development, work/life balance, and even gender equity issues in science and technology.

<http://www.biospace.com/hotbed.aspx?regionid=16>

Genetown: Massachusetts. This is a link through BioSpace and it has a fairly comprehensive listing of the biotech and pharmaceutical companies located in Massachusetts. Biospace also provides hot news on not only biotech/pharma, but also clinical research/jobs and medical devices/diagnostics.

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

This is another website similar to Biospace with news about the biotech/pharma industry. It also has a job search option.

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

This is an online community for the Life Sciences Industry offering professional networking, multimedia education and career management along with job searching.

Check with your company, institution or university. Many will have career services offices that not only may have a list of job opportunities, but they often provide services like help with resume/CV preparation, practice at interviewing and preparation of interview questions for you to ask them. Some institutions have career development offices especially for women such as MGH and Brigham and Women's Hospital. Career development offices will also offer lectures about writing a good grant or how to be a good manager, which can be as helpful as how to choose the next step in your career path.

## Career Fairs/job search sites:

<http://www.biospace.com/> BioSpace hosts many career fairs all across the country-a list of upcoming events can be found on their website. They generally have several per year in Boston. There is a career fair coming up on Monday, Oct. 27<sup>th</sup> at the Boston Sheraton. You can register on-line (best done at least 48 hours in advance). Resumes are pre-screened and once approved they will send an invitation to attend the career fair electronically. This website also allows job searching.

<http://www.massbio.org/> There is a career fair coming up on Nov. 12<sup>th</sup> in Boston. Pre-register on-line. This website also allows job searching.

<http://www.thebiotechclub.org/index.php>

Harvard Biotech Career Fair – the local fair with one of the strongest reputations among area employers. This website also allows job searching.

Visit career fairs or volunteer to organize a Career Fair – e.g. European Career Fair @ MIT, January 24-26<sup>th</sup> 2009. The ECF team starts organizing the event NOW. For more information, please visit <http://www.euro-career.com/>.

<http://www.careerbuilder.com/> Another job search site that allows zip code based searching. Once you fill out some information for search criteria, Career Builder will send you weekly e-mails with new job postings that may be relevant to your criteria.

<http://www.linkedin.com/> This is not just a networking website. You can do a zip code based job search on this site. Some companies will post jobs specifically through LinkedIn and if there are no jobs via LinkedIn, it will search the net via Simplyhired.com. The nice thing about this search is that LinkedIn will tell you if you are connected to anyone at a company that has a posting you might be interested in. If you aren't linked to anyone, it offers up to five "introductions".

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

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

<http://www.sciencejobs.org/>

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

<http://www.boston.com/jobs/>

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

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

<http://boston.hirebio.com/>

## Networking:

AWIS – monthly meetings <http://www.mass-awis.org/> and <http://www.awis.org/>

Biotech Tuesdays <http://www.biotechtuesday.com/> Held once a month at a different bar in Boston. If you have joined and received an invitation, the night is free. If not, you can pay \$20 at the door. Your business card is your ticket in.

Mark's Guide: <http://www.marksguide.com/>

Website and listserv that updates each week with new networking events in the Boston area.

Massachusetts Biotechnology Council: <http://www.massbio.org/>

Employees of member companies and research institutes (which are listed on their website) may attend the networking and educational events held by the MBC subcommittees which include Drug Discovery, Marketing/Business Development, Regulatory, and many others.

<http://www.thebiotechclub.org/index.php>

This is the GSAS Harvard Biotechnology Club. They sponsor all kinds of events including lectures and career days and career fairs. See the website for upcoming events.

<http://www.westorg.org/mc/page.do/>

This is a link to the Women Entrepreneurs in Science and Technology (WEST). From their website: *WEST is a nonprofit organization for women in science and technology who are existing entrepreneurs, aspiring entrepreneurs, and those who want to become innovative leaders and enhance their professional and personal development. Women who develop entrepreneurial thinking take risks, learn how to solve problems in compelling new ways, and lead others to success.*

Linkedin <http://www.linkedin.com/>

This site allows to link up not only professional colleagues but friends from college and grad school. It tells you if you share links with others and will send linked in updates. There are groups both professional and alumnae that you can link to as well.

Facebook <http://www.facebook.com/>

While not considered a professional networking site, this is a site that recruiters have started to use and likely will use more in the future. Facebook provides an advantage over LinkedIn-someone trying to get in touch with you does not have to pay for a professional subscription or wait for electronic introductions. Additionally, more and more networking events are being advertised on Facebook.

So think about a Facebook profile which includes your professional information but remember to utilize appropriate privacy settings and think about what you post on your page-you don't want something posted there to come back and haunt you-make sure your friend stuff stays with your friends but that your professional experience and expertise is searchable to those seeking it.

Along the lines of Facebook, don't forget about alumni organizations for your college and/or grad school. Not only can you catch up with classmates and you never know whom you might meet from another class. Plus there can be events coordinated by multiple alumni groups such as Ivy League clubs.

Get yourself a business card! If you can't get one through your job or if you're still in school, make your own. Free basic business cards are available on-line from companies like Vista Print (<http://www.vistaprint.com/>) in exchange for allowing them to put their logo on the back of your card. For extra money you can design your own business card. After getting someone's business card, don't be afraid to send a short e-mail saying it was nice to speak with you. There is no obligation for them to respond to you and if they weren't willing to talk to you in the future, they wouldn't have given you their card.

### **Science Recruiting firms:**

On Assignment Lab Support  
[www.onassignment.com](http://www.onassignment.com)  
781-229-2505  
Kristin O'Brien & Tricia Maney  
[boston@labsupport.com](mailto:boston@labsupport.com)

Clockwork Consulting  
[www.clockworkconsulting.com](http://www.clockworkconsulting.com)  
617-255-0303  
Matthew Soloperto  
[msoloperto@clockworkconsulting.com](mailto:msoloperto@clockworkconsulting.com)

StratAcuity  
[www.stratacuity.com](http://www.stratacuity.com)  
603-766-0600  
Nick Zweig  
[nick@stratacuity.com](mailto:nick@stratacuity.com)

### **Other resources/ideas:**

Join and become active in a professional society. Some examples include the New England chapter of the American Medical Writer's Association <http://www.amwa-ne.org/>, or the Healthcare Business Women's Association (HBA) <http://www.hbanet.org/home.aspx>. Check to see if your specific field has an association such as the American Chemical Society, <http://www.acs.org/careers> or the American Association of Immunologists <http://www.aai.org/resources/default.htm/>. AAI has pre-doctoral and post-doctoral memberships

that are at discounted rates and other societies may have similar programs.

Find out what your skills and experience are worth on the job market and what the pay range is for the position in which you are interested. Sites like <http://www.salary.com/> can help you determine salary based upon the description and the city/region where the job is located.

Finishing graduate school and trying to find that first postdoc position but not sure where to start looking-especially for an academic postdoc? Look at the most recent journals relevant to the field you'd like to work in and look for articles that are interesting to you then write to those labs.

We hope that this handout contains some information that will assist you when you start looking for that next step in your career path. Again, this is not a comprehensive list but is meant as a resource to help get you started. The best advice is talk to people who actually do the job that interests you. Ask questions...who doesn't like to talk about themselves and the work they do? Network, network, network!

