

## OFFICE HOURS

Monday	8am - 7pm
Tuesday	8am - 7pm
Wednesday	8am - 7pm
Thursday	8am - 7pm
Friday	8am - 2pm

## CAREER SERVICES

All services are available to students and the community free of charge

## CAREER SERVICES LOCATION:

In the C-Building,  
Room 103  
(next to the Administration  
Building)



26455 Rockwell Cyn. Road  
Santa Clarita, CA 91355  
(661) 362-3286  
Fax: (661) 362-5141  
[http://www.canyons.edu/  
careercenter](http://www.canyons.edu/careercenter)

## Making Educated Career Choices

Students, have you ever visited your campus Career Center? Maybe you don't have the time. Maybe you do not need "those types of services" at this point in your life. After all, your primary focus right now is to get an education...right? I would agree, and because of that I stress the importance of visiting us as soon as possible.

Ask yourself this question, "Why am I going to college?" Are you planning to transfer to a university or completing a certificate to train for a particular job? Are you striving to become a better and more educated individual, or trying to prove a point or satisfy a personal challenge? Or are your parents making you attend? Regardless of your answer, I believe you want to make smart, educated, economical choices and do not want to waste your valuable time.

When I first started college, I thought I had everything planned out just right. My ultimate goal was to receive a degree in biology and to pursue my lifelong dream of becoming a scientist, specifically an entomologist who would study insects and "critters" all around the world. Throughout my entire life I had read books, researched facts, collected ants, crickets, flies, spiders, etc., many meeting their fate under the lens of my microscope.

My first semester of college went very well. The biology and chemistry classes seemed like a continuation of what I had covered in high school. Then second semester came. The chemistry was no longer a review from high school. It was new and difficult information to learn. At the midterm I found myself failing the class. I immediately went to the Counseling Department to ask what my options were. Unfortunately, there were no options. In fact, I was reminded that to receive a bachelor degree in biology, I would need to complete a series of six chemistry classes, and I couldn't even get past the second one. I was unprepared for this and had no back-up plan.

I stop the story here because the lesson has been revealed. I wasted valuable time, money and almost dropped out of college as a result of not knowing myself, my strengths and weaknesses, nor my interests and abilities. I had never really talked with an advisor about other options or related career paths, and certainly didn't have a back-up plan. This is where the Career Center can help. Advisors are available to assess where you are now, and where you want to be in the future.

You might be surprised to find that your interests do not exactly match your abilities, or that your strengths suit you perfectly for a career you had never considered before. I am not proposing that you ditch your lifelong dream, but that you "educate" yourself and become more aware of the possibilities that your future can offer you. The sooner you do it, the sooner you will be prepared.

By Anthony Michaelides, Director of Career Services

## Spring 2007 Workshops

### Create an Effective Resume

Wednesday, February 21, 2007

Wednesday, May 9, 2007

### How to Prepare for an Interview

Tuesday, March 6, 2007

Tuesday, May 22, 2007

### Salary Negotiations

Thursday, March 15, 2007

### How to Search for a Job

Wednesday, March 21, 2007

### Prepare for the Job Fair

Wednesday, April 11, 2007

### Exploring Careers with "Discover"

Tuesday, April 24, 2007

*All workshops take place in Career Services, located in C-103 from 12:00-1:00pm & 6:00-7:00pm. Call 661-362-3286 to reserve a spot*

## Do you know what your skills are worth?

Through preparation you can earn the salary you deserve by learning the art of salary negotiation. Research the industry to find out the salary range of the position you are applying for, postpone salary talk and make sure you recognize what you will bring to the company. Your goal is to convince the employer to pay top dollar for your services, knowledge and education. When you negotiate salary remember that you are in a sales process. You are most likely to gain more money when a company is about to hire you. In fact, many hiring managers leave room in the first offer for salary negotiations! So now you can see how critical it is to negotiate your starting salary effectively.

Learn more on how to negotiate salary through our **Salary Negotiation workshop** on **Thursday, March 15 at 12 p.m. and again at 6 p.m.**, or stop by Career Services to talk with an advisor.

## HIGHLIGHTED MAJORS...

### AUTOMOTIVE

(Related Careers)

Auto Service Station Attendant  
Auto Service Station Manager  
Automotive Body Repairer  
Automotive Engineer  
Automotive Painter  
Automotive Technician  
Chauffeur  
Counter/Rental Clerk  
Diesel Technician  
Garage Supervisor  
Insurance Claim Representative  
Mechanical Engineer  
Parking Lot Attendant  
Sales Engineer  
Traffic Engineering Technician  
Travel Agent  
Travel Clerk  
Upholsterer

### CONSTRUCTION

(Related Careers)

Architect  
Blaster/Explosive Worker  
Blue-Collar Worker Supervisor  
Boilermaker/Bricklayer/Stonemason  
Building/Construction Inspector  
Carpenter, Chemical/Civil Engineer  
Concrete Mason  
Construction Laborer/Mgr  
Cost Estimator, Drywall Installer  
Electrician, Elevator Mechanic  
Forklift Operator, Glazier  
Heavy Equipment Operator  
Industrial Instrument Repairer  
Insulation Worker, Material Handler  
Mobile Heavy Equip Mechanic  
Painter (Const.), Paper Hanger  
Pipefitter, Plasterer, Plumber  
Roofer, Sheet Metal Worker  
Structural Metal Worker  
Surveyor, Tile Setter  
Welder, Woodworker

### INTERIOR DESIGN

(Related Careers)

**Commercial Interior Designer**  
Fabric designer  
Facilities  
Management research  
Sales Rep.  
Showroom Designer  
Space Planning  
**Residential Interior Designer**  
Fabric designer  
Furniture designer  
Interior decorator  
Interior designer  
**Specialty Designer**  
Exhibition designer  
Fabric designer  
Kitchen & Bath designer  
Lighting designer  
Set designer  
Space planning

## **Top Growth Sectors for 2007**

Over 180 executive recruiters were surveyed by the Association of Executive Search Consultants.

They were asked which sectors would see the most growth in 2007, and they could choose up to three sectors.

### **The results are as follows (2006 figures are in brackets):**

Banking/Financial Services - 66.1% (56.3%)  
Information Technology - 30.1% (34.4%)  
Professional Services - 27.3% (26.0%)  
Pharmaceuticals/Biotech - 26.8% (27.0%)  
Consumer Products - 21.9% (26.5%)  
Healthcare - 19.7% (27.9%)  
Manufacturing - 19.1% (21.9%)  
Retail - 18.0% (10.7%)  
Telecommunications - 10.4% (16.3%)  
Mktg/Advertising/Comm - 8.2% (5.1%)  
Government - 7.1% (10.2%)  
Media/Entertainment - 7.1% (7.0%)  
Hotels/Tourism - 6.6% (6.5%)  
Transportation - 5.5% (5.1%)  
Education - 5.5% (4.2%)  
Non-Profit - 3.3% (6.1%)  
Publishing - 2.2% (1.4%)  
(source onrec.com)

As you can see, Banking/Financial Services, Information Technology, Professional Services and Pharmaceutical/Biotechnology are the sectors expected to see the most growth in 2007.

Growth sectors are of course beneficial for employees for two key reasons. The growth creates additional employment opportunities and the increased demand for employees helps to increase salary levels.

As a side note, recruiters from all of the above sectors are registering with ExecutiveTrumpet on a continual basis.

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## **Looking for a Job Just Got Easier**

Thanks to a groundbreaking partnership between College of the Canyons and Goodwill Southern California, there's a new Job Developer located in the Career Center.

Daniel Levitch, an Employment Services Specialist for the Santa Clarita Work Source Center on Soledad Cyn. Rd. will be available for appointments on campus, Tuesdays and Thursdays. He will provide intensive employment preparation, job placement, and job development services to students, including one-on-one resume preparation, application completion, and Internet job search strategies.

Additionally, Daniel conducts a bi-monthly Mock-Interview class at the Santa Clarita Work Source Center, where the interview is videotaped, viewed and analyzed, to enhance the participant's awareness of everything from body language and vocal projection to the content of their answers.

"It's not just about getting a job; it's about getting the job you want." A passionate Daniel went on to say, "My goal is to help job-seekers eliminate the obstacles between their present situation and where they want to be".

So whether you're looking for a long-term career or simply a job to make this month's rent, Daniel will work with you to customize a plan of action that's right for you.

Stop by the Career Center in person or contact us at 661-362-3286 to make an appointment today.

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## **VISIT US AND TAKE ADVANTAGE OF THESE CAREER SERVICES**

- Over 400 job listings in our Career Service computer database - Jobs include part-time, full-time, summer and temporary positions
- Career assessment and individual advisement appointments
- Create your resume and cover letter using our Career Services templates
- Resume critique service
- Library of career books and materials
- Computer lab with Internet access
- Free faxing and telephone privileges for your job search
- Workshops & much more...

## FROM THE DIRECTOR'S CHAIR



**Anthony Michaelides**  
Director of Career Services  
& Job Placement

Career Services would like to welcome you back to another semester at College of the Canyons. We have made several exciting changes for the Spring semester that will directly benefit you. We now have a Job Developer on staff who can guide you step-by-step with your job search. We have also implemented a new computer program called "Perfect Interview", designed to help you practice and strengthen your interview skills. Finally, we have added two additional Career Advisors, allowing for more availability of appointments, as well as walk-in assistance at almost anytime of the day.

Other services include over 400 job openings posted, and our Spring Job & Career Fair scheduled for April 18. Visit us and take advantage of these great services. And remember to spread the word that all of our services are offered at no cost to you, your friends or relatives.

## Placement Success Story

**Name:** Alethia Calagias

**Job Title:** Community Relations Specialist

**Company:** Lockheed Federal Credit Union

**Duties:** Write compelling press releases; Support the marketing efforts of assigned branches; Organize events that attract members to the credit union; Work with charities and create a positive image of LFCU in the community; Write materials and create presentation slides for presenters; Perform other marketing department functions (i.e., creating and editing collateral materials).



### **(1) What advice would you give to other job seekers?**

When looking for a new position, tell friends, family and previous coworkers. Ask them for job leads and/or company contacts. Networking is the number one way to land a job these days. Also, remember to: Utilize online resources, such as Careerbuilder.com and Monster.com; Update your profile and resume daily, as recruiters and human resources representatives will look at the most current candidates; Target key words and qualifications for each position; When applying for different positions, tailor your cover letter and resume to that job.

### **(2) What kept you from becoming discouraged during your job search?**

Reminding myself of the importance of growing in my career kept me motivated. I also created a career plan, which enabled me to focus on applying for the types of positions conducive to my qualifications, skills and goals.

### **(3) How did you feel when you received the job offer?**

I was very excited because the position relates to my career goals and aspirations.

### **(4) Other comments:**

Seeking a new position takes time, but keep in mind that it is part of building your career. Spending time now will result in growth opportunities in the workplace. This potential will keep you motivated while you're at work, and will keep you happier in your time away from your workspace. In addition, sending out resumes and cover letters to a number of companies will increase your visibility among employers, as well as improve your chances of getting interviews.



## Hot Career Web Sites

**[www.canyons.edu/careercenter/links.asp](http://www.canyons.edu/careercenter/links.asp)** -

*Check out Career Services webpage for all these links and lots more!!*

**[www.MonsterTRAK.com](http://www.MonsterTRAK.com)** -

*(College of the Canyon's password is "destiny"). Search for jobs or click on "Career Guide" for lots of career information.*

**[www.scvjobsonline.com](http://www.scvjobsonline.com)** -

*Exceptional job opportunities right here in Santa Clarita!*

**<http://www.bls.gov/oco/>**

*- The Occupational Outlook Handbook is a nationally recognized source of career information, designed to provide valuable assistance to individuals making decisions about their future work lives.*

**<http://www.caljobs.ca.gov/>** -

*California's Internet system for linking employer job listings and job seeker résumés.*

**[www.canyons.edu/offices/cwee](http://www.canyons.edu/offices/cwee)**

*- click on "Internships" to search for local internships*

**[www.henrymayo.com/careers/careers\\_openings.asp](http://www.henrymayo.com/careers/careers_openings.asp)** - jobs at

*Henry Mayo Hospital*

**[www.environmentalcareer.com/](http://www.environmentalcareer.com/)**

*- helping people work for the environment*

