

CAREER SERVICES

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

OFFICE HOURS

Valencia Campus:

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

Canyon Country Campus:

Wednesday
10am-12:00pm & 1pm - 6:00pm

LOCATIONS

Valencia Campus

26455 Rockwell Cyn Rd
Santa Clarita, CA 91355

Seco Hall Bldg, Room -103

Phone: 661-362-3286

Fax: 661-362-5141

Canyon Country Campus

17200 Sierra Highway
Canyon Country, CA 91387
Quad 1, Bldg B, Room -111
Phone: 661-476-3816



www.canyons.edu/careercenter

LOOKING FOR A JOB ON-CAMPUS?

Are you looking for the opportunity to be considered for a position that will instantly fortify your resume and enrich your experience at COC? Are you currently enrolled in 6 units and possess at least a 2.0 GPA? Would you like hiring supervisors to view your interest in working as a student employee on campus?

The Student Employee eligibility pool may be your answer. The pool provides all qualified students seeking part-time employment on campus with an opportunity to be considered for the privilege of working as a College Assistant at COC. By filling out the application, successful candidates will be placed in a qualified pool. By matching your availability and qualifications to their own departmental needs, only hiring managers have access to view the content of the pool and the ultimate hiring decision.

Students visiting our office seeking on-campus jobs will be:

- Given an application seeking basic information and hours of availability.
- Oriented about the general academic and job requirements, duties and responsibilities of an on campus student position.
- Screened/interviewed for placement into the eligibility pool. While this does not guarantee employment on campus, it gives you an opportunity to be considered for employment.



INTERESTED? Please contact Yasser Issa in Career Services at 661-362-3438

WORKSHOPS

Exploring Careers with Discover
Wednesday, Feb. 20th

How to Conduct a Successful Job Search
Tuesday, March 4

Create an Effective Resume
Wednesday, March 19

Prepare for the Job Fair
Tuesday, April 1

RESUME RALLY (10am - 6pm)
Wednesday, April 16

Prepare for the Interview
Tuesday, April 29

Salary Negotiations: What are you Worth?
Wednesday, May 14



Workshops take place in Career Services, located in Seco Hall, Room-103 from 12:00-1:00pm & again at 6:00-7:00pm. **Resume Rally Event from 10am - 6pm.** Call 661-362-3286 to reserve a spot

GET TO KNOW YOURSELF

By Loida Sanchez (Career Advisor)

Here at the Career Center we believe that it is important for individuals to learn about their skills, interests, values, and personality in order to make the right career decision. We understand that choosing a career is very difficult and that is why we provide assessments such as the Myers-Briggs Type Indicator, Strong Interest Inventory, and Discover. These assessments are important to help you better understand yourself. What are your strengths and limitations? What type of environment do you prefer working in? Do you like working by yourself or with people? What are you good at? Could your hobby be your life long career? These are only a few of the many questions that can be answered by taking career assessments.

I used to think that just because I always liked painting that I would become a painter. I remember deciding to take a bunch of art classes in college. However, it was not long after I started my first semester that I learned that painting was not a career I wanted to pursue and ended up dropping out of college. I was lost and confused. It was not until I met with a Career Advisor and started taking career assessments that I really started learning about myself and about the world of work. I wish I would have visited the Career Center before spending a whole semester preparing for the wrong career. Taking the career assessments truly gave me a direction as to what type of careers I would be happiest in and guided me to where I am today.

WHAT'S YOUR GOAL?

by Yara Wright (Job Developer)

Setting a long term goal is the first step in designing a successful career. Deciding where you want to be some years from now identifies the path that will lead to your objective and sets the guidelines and short term goals you will need to follow during your journey. Education and gaining experience are just a few of the important tools that will help you reach these goals. If you are ready to begin the short term goal of searching for a job that will cover your financial needs while you pursue your more ambitious plan, I can help you.

Let me assist you with finding opportunities in a job market that welcomes your skills and suits your personality. With an appealing resume, adequate job search engines, and effective interview techniques you will feel empowered to attract prospective employers who will be eager to give you the chance you need.

I invite you to stop by and explore the possibilities of searching for a job that will provide the financial security and experience you need to develop the foundation for your long term goal of a successful career.



HOT JOBS

by Anne-Marie Dieters
(Career Advisor)

“Ghostwriter, the pattern is full”. I always thought this quote from *Top Gun* (1986)

was just a clever way of saying “no” to someone. When I was looking at the “Best Careers of 2008” (US News), I was pleased to see that ghostwriting was on the list. Along with 30 additional coveted careers for the year, Biomedical Equipment Technician and Curriculum/Training Specialist also caught my eye.

Based on job satisfaction, training difficulty, inherent prestige, job market outlook (Bureau of Labor Statistics) and pay, the people at *US News and World Report* constructed the list to impart interesting information to the population of job seekers. This year’s list is unique for the reason that it has four new skilled-trade careers – an occurrence that had yet to be seen since most of the jobs on the list usually require at least a bachelor’s degree.

For those interested in the three careers I have mentioned, here is a brief description of their occupational information:

- ◆ **Ghostwriter:** writing articles, biographies, speeches, histories, etc. for authors, business leaders, politicians or just an interested Average Joe. *Qualifications:* Strong writing and interpersonal skills. *Average salary:* \$61,000 per year.
- ◆ **Biomedical Equipment Technician:** Fix and manage performance of important medical equipment in hospitals and medical offices. Resistant to off-shoring (jobs that are sent to be filled over seas). *Qualification:* Two year degree in applied science. *Average salary:* \$ 53,300.
- ◆ **Curriculum/Training Specialist:** Help schools pick textbooks and educational programs while motivating and informing teachers on the details. Occupation reported to grow faster than average through 2014 (Bureau of Labor Statistics). *Qualifications:* Bachelor’s degree or teaching credential. *Average salary:* \$63,000.

Source: www.usnews.com/sections/business/careers/

Special Events Coming Soon:

APRIL 16, 2008 ~  **RESUME RALLY** ~ 10:00am - 6:00pm

Bring your resume to our “Resume Rally” and meet with staff who will critique, provide suggestions and help to fine-tune your resume on the spot. This will be one of your last opportunities to prepare for the Job & Career Fair scheduled for April 23. Don’t worry we can assist you in creating a resume if you do not have one.

APRIL 23, 2008 ~ **JOB FAIR** ~ 11:00am -3:00pm ~



Come find the job of your dreams!



CAREER EXPLORATION

by Carmen Viveros (Career Advisor)

The Career Development Process consists of various steps. The first step is to assess, using tools such as Strong Interest Inventory, Myers-Briggs Type Indicator (MBTI), and Discover. You will identify your skills, abilities, motivations, interests, values, temperaments, experience and accomplishments. You need this strong foundation of information about yourself before continuing with the other stages in the career development process.

The second step is to research and gather career and job information. You need to determine your goals and gather information about alternative jobs and careers. You can do this through read-

ing information on websites, career exploration books, and by talking to well informed people that have experience or are currently in your field of interest. During your search make sure to seek information on high growth industries, labor market information, and general job and career information. Some useful websites are: www.careervoyages.gov, www.labormarketinfo.edd.ca.gov, <http://online.onetcenter.org>, and www.bls.gov/home.htm.

Books on career exploration are another great resource while conducting research. Some books of interest are: *What Color Is Your Parachute? 2005: A Practical Manual for Job-Hunters and Career-Changers* by Richard N. Bolles and Mark Emery Bolles, *Do What You are: Discover the Perfect Career Through the Secrets of Personality Type* by Paul D. Tieger and Barbara Barron-Tieger, *I Don't Know What I Want, But I know It's Not This: A Step-by-Step Guide to Finding Gratifying Work* by Julie Jansen, and *Change Your Job, Change Your Life: Careering and Re-Careering in the New Boom/Bust Economy* by Ron Krannich, Ph.D.

A tremendous amount of information can also be obtained through personal contacts that you make in internship and mentoring programs, job shadowing opportunities, networking, volunteering, and attending workshops. You may also seek career counseling or coaching if you need additional support.

Once you have conducted your research and made a decision on your career of interest and job objective you are now ready to develop your job search skills including writing resumes and performing interviews.

Finally, the last step is to take action. Make a plan and carry out your actions that move you toward your desired goal. Remember to seek support along the way and to keep a positive attitude.

FROM THE DIRECTOR'S CHAIR



Anthony Michaelides
Director of Career Services
& Job Placement

Welcome to the College of the Canyons Career Corner newsletter. This semester we have gone with a new format. In past editions, I have written articles and included information I feel was important for students as they navigate the world of careers. With this edition, several staff have submitted articles they feel will be helpful and informative, and that in some cases provide insight to their personal experiences as a student. I hope you will enjoy the variety of topics, and please be sure to mark your calendars with our workshop dates, job & career fair and our first ever "Resume Rally". Remember that these events are all free to you and members of the public, so spread the word!

Placement Success Story

Name: W. Garrett Myler

Job Title: Executive Assistant

Company: Investment Real Estate
Associates

Duties: Assisting the Vice President, including Marketing.



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

Don't be complacent. Seek out great opportunities that will build your resume and provide valuable work experience that is applicable to your career path. Sell yourself and be enthusiastic. An employer can fix inexperience through training, but they can't train enthusiasm. Look for a position you are not completely qualified for, otherwise you won't grow and make progress. "Internship" is the golden word that gets you in without experience. Of course, use college resources such as CWEE and the Career Center to find the right position, customize your resume, and nail the interview.

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

The support, confidence, and encouragement I received from the wonderful staff at the Career Center and CWEE.

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

Empowered and successful. I'm on my way!

(4) Other comments:

Don't sacrifice or wait to get a great career-oriented job in the name of getting your degree as quickly as possible. You will most likely fail to secure that entry level position unless you have built a resume with applicable work experience.



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 -

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

www.scvjobs.com - *Exceptional job opportunities right here in Santa Clarita!*

www.scvjobsonline.com - *More 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
- 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*

