

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>

NEW CLASS: COUNS 085

Career and Job Search Preparation

Sign-up today, or anytime

We are very excited to announce a new class being offered through our Career Center. This class will guide you through the entire job search process, from identifying what career areas and occupations may be right for you, to successfully applying and interviewing for specific jobs.

Through self-assessment, you will discover occupations that match your interests, abilities and values, and research these occupations to see which ones you might want to pursue. You will also learn job search strategies, create a resume and prepare for interviews.

The class will be a ½ (.5) unit, requires 8 hours in the Career Center and will be offered as credit/no credit only. You can enroll in the class anytime during the semester, as long as you complete it by the end of the semester.

Please contact the Career Center at (661) 362-3394 for more information, or to sign up.

CAREER SERVICES AVAILABLE

- Over 300 job listings in our Career Service computer database
- Career advisement and individual appointments
- Create your resume and cover letter using our Career Services templates
- Resume critique service
- Library of career books, materials and videos
- Computer lab with Internet access
- Free faxing and telephone service
- Workshops & much more...

Top 10 Fastest Growing Occupations: 2004 - 2014

- Home health aides
- Network systems and data communications analysts
- Medical assistants
- Physician assistants
- Computer software engineers
- Physical therapist assistants
- Dental hygienists
- Computer software engineers
- Dental assistants
- Personal and home care aides

Source: http://jobsearch.about.com/od/cooljobs/a/topjobs_2.htm

Spring 2006 Workshops

February

Prepare for the Interview, Wednesday, 15th
Resume Writing, Tuesday, 28th

March

Prepare for Job Fairs, Wednesday, 15th
Exploring Careers with Discover
Tuesday, 28th

April

Resume Writing, Wednesday, 26th

May

The Job Search, Tuesday, 9th
Prepare for the Interview, Wednesday, 24th

*All workshops take place in
Career Services, located in C-103
from 12:00-1:00pm & 6:00-7:00pm*

HIGHLIGHTED MAJORS...

ART

(Related Careers)

Antiques/Art Dealer
Archaeologist
Archivist/Curator
Artist
Cartoonist
Fashion Artist
Graphic Artist (Software)
Hand Crafter
Illustrator
Interior Designer
Jeweler
Photographer
Set Designer
Teacher (Art/Music/Etc.)

MUSIC

(Related Careers)

Actor
Composer
Conductor
Dancer
Liberal Arts (Music Teacher)
Musician
Music Teacher
Music Therapy
Radio & T.V Broadcaster
Secondary School Teacher
Singer
Social Director
Sound Engineer
Studio Musician
Talent Agent
University/College Teacher

NURSING

(Related Careers)

Critical Care Nurse
Emergency Medical Technician
Licensed Vocational Nurse
Medical Assistant
Neo-natal Nurse
Nursing Assistant
Nurse Practitioner
Pediatrician
Pediatric Nurse
Pharmacy Technician
Psychiatric
Registered Nurse
Respiratory Therapist
Surgical Therapist

Tips on Keeping a Job

By Anthony Michaelides

You finally found the job that you have been looking for. This is the job that will make a difference, the one that you plan to remain at, moving up the ladder of success until you reach the pinnacle of your career. Or will you?

For some, keeping a job can be almost as hard as finding one. Here are some tips to remember when trying to impress your employer and secure your position:

- **Be sure that you are on time** – employers expect that you will show up every day, on time (if not early) and ready to work. Even five minutes late each day may give the employer grounds to fire you.
- **Communicate** – One of the most frequent requests of employers is an employee who can communicate with them and others in the workplace, both verbally and written. The ability to listen and follow directions is also a part of communications. Effective communication skills will help to move you up the ladder of success.
- **Show enthusiasm** – Employers want to see that you are interested and excited about the work you do. Employers are not impressed with employees who come to work everyday with their heads down, frowns on their faces, moaning about another day of work, and grumbling under their breath.
- **Ask questions** – Employers generally like when you ask questions about your work, or about the work that they do. The more questions you ask, the more proficient you will become in your job. On the other hand, keep in mind that employers usually do not like being asked the same thing over and over.
- **Dress appropriately** – Do not decide you are going to dress however you would like now that you have the job. Pay attention to what others are wearing at work. Remember that it is a good thing to look professional.
- **Act appropriately** – Just as with appearance, you must act professionally on the job. What you say, how you act, and what you do on the job will be noticed and taken into consideration when employers are forced to cut employees due to budgets, etc.
- **Ask for additional work** – Let's say you are finishing your work early each day. It is better to ask for more work than to just sit and do nothing. Be cautious though, as some employers may see it as a nuisance if you continually pester them for more work. Another option may be to pace your-self throughout the day and gradually ask for more.

Although not every suggestion will apply to every employer, most of these are common sense. It is most important to remember that the employer is in charge at a company. They have hired you expecting that you will be dependable, respectful and will do the job they need completed. They will ultimately call the shots and make the final decision as to whether to keep you or not. Do not take the position for granted. You have been hired and now is the time to make yourself indispensable by being the best employee possible.

FROM THE DIRECTOR'S CHAIR



Anthony Michaelides

**Director of Career Services
& Job Placement**

Happy New Year! What goals have you set for yourself in 2006? If your New Year's resolutions include exploring a new career or finding a new job, then you are in luck. We can help you to achieve this goal by offering career advisement and assessment that can move you through the career exploration process and closer to that fulfilling job. We can assist you with creating a winning resume and currently have over 400 job openings to apply to. And because 2005 was such a great year for the Career Center, with an increase in staff, extended morning and evening hours and transformation into a 20 computer student services lab, now is the time to stop by and take advantage of the services available to you. And remember, our services are offered at no cost to you, your friends and relatives. So spread the word.

Placement Success Story

Name: Kristen Langford

Job Title: Receptionist

Company: Barrister Executive Suites



Duties: Billing, answer phones, schedule appointments and other office/clerical duties.

(1) What advice would you give to other job seekers? Be patient because the right job will come along. Stay focused.

(2) What kept you from becoming discouraged during your job search? Knowing that the right job will come along at this point in my life. Lack of money.

(3) How did you feel when you received the job offer? I was relieved, excited, and anxious.

(4) Other comments: Thank you to COC Career Services Department. Special thanks to Lacey and Lineth.



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.scvjobsonline.com -
Exceptional job opportunities right here in Santa Clarita!

<http://hotjobs.yahoo.com/>
- Just type in the area and criteria and it displays a big list of job openings.

www.entertainmentcareers.net/sbjobs - *Entertainment Jobs, Internships and Career Information in the Entertainment Industry.*

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/
- helping people work for the environment

