

## SPRING OFFICE HOURS

Monday	9 am - 7pm
Tuesday	9 am - 7pm
Wednesday	9 am - 7pm
Thursday	9 am - 7pm
Friday	9 am - 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/  
offices/careercenter](http://www.canyons.edu/offices/careercenter)

## ~ Grand Opening ~ The Student Services Computer Lab

The Career Services computer lab has expanded to include 22 computer stations open to students and the community. In addition to career exploration and job search activities, the new lab has created a vehicle for “one-stop” information, forms and services, including:

- ◆ Applying for admissions & financial aid
- ◆ Registering for classes
- ◆ COC Online Orientation
- ◆ Conducting scholarship search
- ◆ and much more...

Also, we have expanded our office hours - offering students computer access, Monday through Thursday from 9am - 7pm, and Fridays 9am - 2pm.



College of the Canyons officials cut the ribbon at the “Student Services Computer Lab” Grand Opening on January 19, 2005.

## Fastest growing occupations (Top 10), 2002-2012

Medical assistants  
 Network systems and data communications analysts  
 Physician assistants  
 Social and human service assistants  
 Home health aides  
 Medical records and health information technicians  
 Physical therapist aides  
 Computer software engineers, applications  
 Computer software engineers, systems software  
 Physical therapist assistants

Source: U.S. Department of Labor  
 Bureau of Labor Statistics  
<http://www.bls.gov/emp/emptab3.htm>

## Spring 2005 Workshops

### February

Resume Writing, Wednesday, 9th  
 The Job Search, Thursday, 24th

### March

Prepare for the Interview, Wednesday, 9th  
 Job Fair Prep, Thursday, 24th

### April

Resume Writing, Wednesday, 20th

### May

Resume Writing, Wednesday, 20th  
 Exploring Careers with Discover,  
 Thursday, 5th

*All workshops take place in  
 Career Services, located in C-103  
 from 12:00-12:50pm & 6:00-6:50pm  
 Reservations preferred*

## HIGHLIGHTED MAJORS...

### Anthropology

(Related Careers)

Anthropologist  
 Archaeologist  
 Archivist  
 Art Conservator  
 Bilingual/Bicultural Specialist  
 Computer Simulation Designer  
 Cultural Artifact Specialist  
 Ethnologist  
 Forensic Anthropologist  
 Genealogist  
 Industrial Psychologist  
 International Visitor Consultant  
 Linguist  
 Multicultural Education Specialist  
 National/State Park Interpreter  
 Paleontologist  
 Teacher/Elementary/ESL  
 Urban Planner

### Biology

(Related Careers)

Agronomist  
 Animal Scientist  
 Aqua Culturist  
 Aquarium & Museum Worker  
 Aquatic Biologist  
 Barrier Beach Manager  
 Bio-Engineer  
 Bio-Technologist  
 Environmental Engineer-Health  
 Fish Hatchery Technician  
 Fisheries Conservationist  
 Food Scientist-Technologist  
 Marine Geologist/Geophysicist/Physicist  
 Marine Sales  
 Oceanographer  
 Port & Harbor Facilities Manager  
 Salt Marsh Manager  
 Teacher  
 Toxicologist

### Information Systems

(Related Careers)

Analyst/Programmer  
 Communications Specialist  
 Computer Systems Hardware Analyst  
 Database Manager  
 Internet Developer  
 Inventory Control Specialist  
 LAN Manager  
 Microcomputer/Workstation  
 Manager/Supervisor  
 Network Administrator  
 On-line Services Manager  
 PC Support Specialist  
 Production Scheduler  
 Records Management  
 Relocation Analyst  
 Systems Administrator  
 Systems Integrator  
 Technical Sales Representative

# Tips on Interviewing

By Anthony Michaelides, Director of Career Services  
& Job Placement at College of the Canyons

How do you feel when you receive that phone call informing you that the company you applied to wants to interview you? Initially, you may be excited, however, in most cases it turns into nervousness. Here are some tips to help better prepare for your interview:

■**Research:** Look up information on the company such as its size, how long in business, how many locations, number of employees, etc. Research can be done by talking to people who work there, or by going to the company website. If you still find nothing, as a last resort you may contact the company for information. By using this information during the interview and in your questions to them, it will show them your knowledge and interest in their company.

■**First Impressions:** When you walk through the door at the interview will the employer be impressed with you? The tip here is to always look and dress professionally and conservatively. For men, a suit and tie; for women, a pantsuit or a dress below the knees. There are a few exceptions, such as a warehouse or construction job, in which you may want to tone it down a bit, however, the majority of employers will equate professional grooming and dress to a candidate serious about the position. Think of it as playing a part. You look and dress formal and play your part when you go to a wedding, a dinner party, or other special occasion. The interview is your special occasion.

■**Sell yourself:** What you tell the employer is what they will know about you. If you forget to tell the employer something it may eliminate you. Do not make the mistake of assuming that you are covered just because you have everything on the resume. Many employers use the resume as a tool to decide whom they will interview and then put the resume aside and focus on how you present yourself and what skills you can verbally offer.

“Why should I hire you?” The answer to this commonly asked question should contain a balance of work experience, education and/or training, and personal qualities. An answer such as, “Because I’m a hard worker, dependable, reliable, trustworthy, creative, and friendly” will not be enough by itself. You have given the employer only personal qualities and missed all of your work-related skills, the very thing they need to hire you.

**Do’s:** Show up at least 15 minutes early, bring your resume, give a firm handshake, have good eye contact, get a business card, and be relaxed.

**Don’ts:** Do not chew gum, wear heavy perfume or cologne, bring up personal situations or problems, and do not smoke before the interview.

Good luck!!



Anthony Michaelides

Director of Career Services  
& Job Placement

## FROM THE DIRECTOR'S CHAIR

The Career Services staff welcomes you back to a new semester. We are very excited about several changes in the Career Services Department since the fall. We have expanded our computer lab (now called the Student Services Computer Lab) to over 22 computers, hired additional staff to assist you with your questions, and extended our hours to 9:00am to 7:00pm Monday – Thursday and 9:00am to 2:00pm on Fridays. We invite you to stop by and take a look at our expansion, as well as to take advantage of the free services available to students and the public. Explore careers with the online Discover program, develop an effective resume using our resume critique service, attend one of our career-related workshops, or take a look at over 300 job postings. Whatever your job and career needs might be we are here to assist you. We look forward to seeing you soon.

## Placement Success Story

**Name:** Jamie Slusher  
**Job Title:** College Assistant  
**Company:** College of the Canyons, Library  
**Duties:** Customer service, filing, shelving and various other clerical duties.



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

Visit Career Services, they will help you succeed in getting a wonderful job that fits you. For extra help attend the Career Services workshops.

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

The wonderful staff, that are all very helpful and always in a good mood.

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

I was really excited and ready to start my new job.

**(4) Other comments:** Thanks to Yasser for helping me through the hiring process and introducing me to my first real job.

## CAREER SERVICES AVAILABLE

- Over 300 job listings in our Career Service computer database - Jobs include part-time, full-time, summer and temporary positions
- 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...



# Hot Career Web Sites

[www.canyons.edu/offices/careercenter/links.asp](http://www.canyons.edu/offices/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://hotjobs.yahoo.com/>

*- Just type in the area and criteria and it displays a big list of job openings.*

[www.entertainmentcareers.net/sbjobs](http://www.entertainmentcareers.net/sbjobs) -

*Entertainment Jobs, Internships and Career Information in the Entertainment Industry.*

[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*

