

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>

Career Assessment...Do I Need One?

Have you ever heard of a career assessment? What is it and would it be helpful for you to take one? A career assessment contains a series of questions to help you learn more about yourself and to help guide you with your future decisions. There are many different assessments you can take to help identify such things as the type of person you are, what things interest you, what your strengths and abilities are, what you value and what skills you possess. These are all important factors to be aware of when choosing a college major and a professional career. Some take assessments for fun, simply to see if the results match who they think they are, while others take them for serious direction and advice.

Here at the College of the Canyon's Career Center you can take a variety of assessments that can assist you if you are undecided on a major, trying to identify possible careers to pursue or just doing some self-exploration. You can also meet with a Career Advisor one on one to discuss your assessment results and come up with realistic future goals. It is said that your career reflects who you are. If you can identify who you are first, you can hopefully make a career decision that is complementary to yourself and will be long and rewarding, rather than short-lived and unchallenging. So whether for fun or future planning, I encourage you to try at least one assessment this semester. You might be surprised with the results.

CAREER SERVICES AVAILABLE

- 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...

Try It, You'll Like It

Have you ever wanted to try out a job just to see what it would be like? Do any of these positions sound interesting to you: Computer Programmer, Construction Management, Fashion Merchandising, Legal Assistant, Help Desk/IT Support, Graphic Artist or Designer, Legal Assistant, Marketing Assistant, Medical Research Assistant, Teacher's Aide or Video Production? These are just a few of the great paid internships available to students at College of the Canyons. In fact, there are over 300 paid and 700 non-paid internships to choose from. Internships give you a chance to test drive a job, make some money and earn college credit all at the same time. Research shows that nearly 58% of students who had internships with a company were offered full-time jobs by that same company. If you would like to see a full listing of all internships available to you, go to www.canyons.edu/offices/cwee, or contact the Cooperative Work Experience & Education (CWEE) Office at (661) 362-3309. Try it, you'll like it!

Fall 2006 Workshops

SEPTEMBER

Create an Effective Resume, Tues., 12th
How to Prepare for the Job Fair,
Wed., 27th

OCTOBER

Prepare for Interview, Tues., 17th

NOVEMBER

How to Conduct a Successful Job Search,
Wednesday, 1st
Exploring Careers with "Discover",
Tues, 14th
Create an Effective Resume, Wed., 29th

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

HIGHLIGHTED MAJORS...

ADMINISTRATION OF JUSTICE

(Related Careers)

Bailiff
Border Patrol Agent
CIA Agent
Child Support Agency Worker
Compliance Manager
Court Administrator
Court Clerk
Deputy Marshall
Detective
Discrimination Investigator
Drug Enforcement Agent
FBI Agent
Juvenile Court Counselor
Loss Prevention Specialist
Police Officer
SBI Agent
Secret Service Agent
Sheriff
Social Worker
Victim Services Specialist

PHOTOGRAPHY

(Related Careers)

Advertising Photographer
Assistant, Photographer
Biological Photographer
Cameraman, Exc. Repair
Digital Photographer
Forensic Photographer
Marine Photographer
Medical Photographer
News Photographer
Ophthalmic Photographer
Photojournalist
Photo-Optics Technician
Photographer, Aerial
Photographer, Finish
Photographer, Scientific
Photographer, Still
Portrait Photographer
Sports Photographer
Wedding Photographer
Wildlife Photographer

THEATRE

(Related Careers)

Actor
Actress
Casting Director
Critic
Drama Coach
Impersonator
Lighting Designer/Operator
Movie Theater Manager
Playwright
Prop Manager
Puppeteer
Radio/TV Announcer
Sound Designer/Coach
Script Manager
Stage Manager
Stunt Person/Coordinator
Theatre Manager
Teacher
Set Designer

Which High Paying Occupations Will Have the Most Openings in 2006?

LMID forecasts that a group of high-paying occupations will generate almost a third of California's job openings in 2006. This diverse group of top-paying occupations includes Registered Nurses, General Operations Managers, Truck Drivers, Teachers, Construction Trade occupations, and Office and Administrative Support.

These occupations:

- Generate about 100,000 total job openings.*
- Pay mean annual wages greater than \$30,000.
- Require education and training levels varying from:
 - 1 to 12 months of on-the-job training to a Bachelor's degree

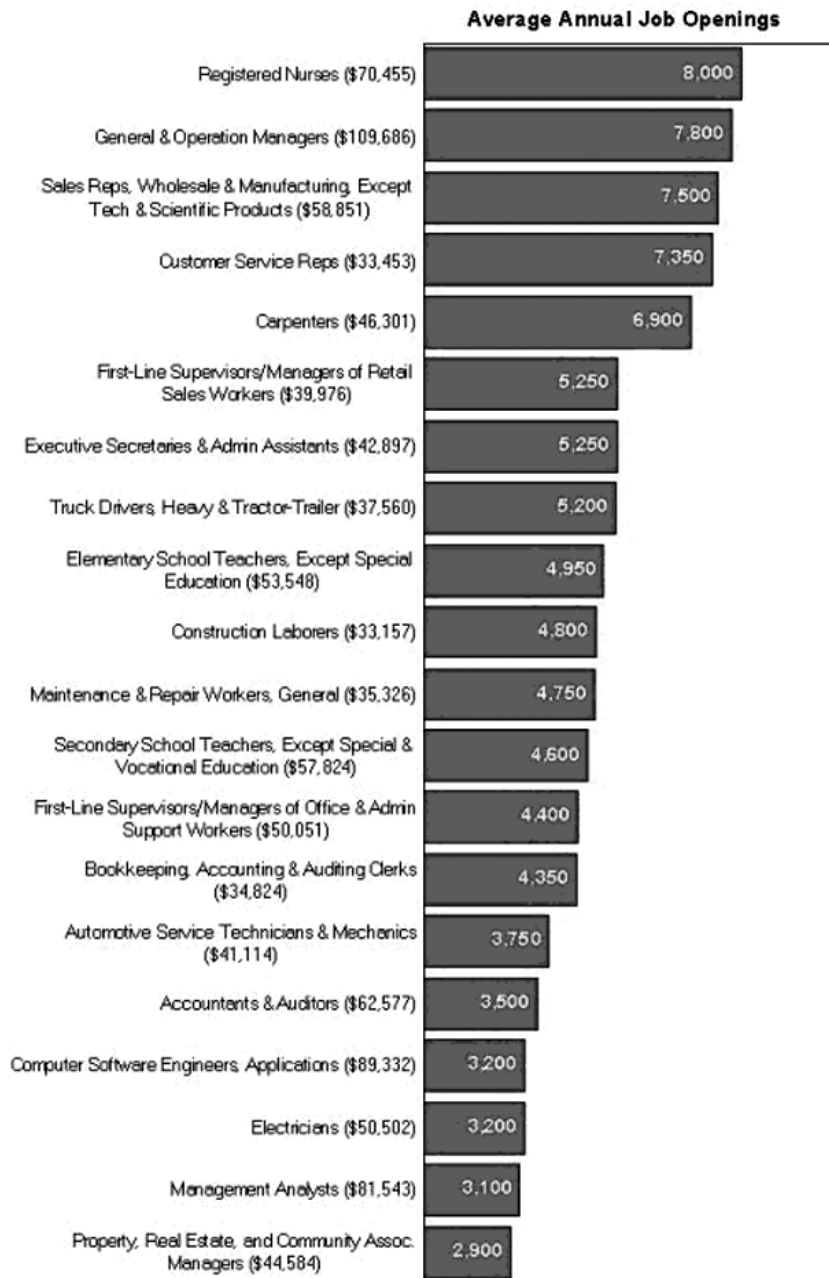
***Total Job Openings** are the sum of new jobs and net replacements. Net Replacement openings are an estimate of the number of job openings expected because people have permanently left an occupation. It estimates the net movement of:

1) experienced workers who leave an occupation and start working in another occupation, stop working altogether, or leave the geographic area, minus

2) experienced workers who move into such an opening. It does not represent the total number of jobs to be filled due to the need to replace workers.

The number of job openings comes from the 2004-2006 California Short-Term Projections. The wage information is from the Occupational Employment Statistics survey, current as of first quarter 2005.

**California's High Paying Occupations
With The Most Job Openings, 2004-2006**



FROM THE DIRECTOR'S CHAIR



Anthony Michaelides

**Director of Career Services
& Job Placement**

The Career Center staff would like to welcome you back to a new school year at College of the Canyons. There have been plenty of great things happening in the Career Center and we invite you to come in and take a look. We have Career Advisors available to help you with career planning and exploration, choosing a major or creating a resume. There are over 500 job openings posted in our job database waiting to be filled. We plan to have over 100 employers at our Fall Job & Career Fair in October. Our computer lab is available for your career and job search, and for online orientation and registration for classes. And remember, our services are offered at no cost to you, your friends and relatives. So spread the word. We hope to see you in here soon.

Placement Success Story

Name: Vanessa Ornelas

Job Title: Administrative Assistant

Company: Kelly Scientific



Duties: Prescreen clients and perform office duties including answering phones, filing, copying, taking orders, etc.

(1) What advice would you give to other job seekers? Post your resume up in as many places as possible. Sign up with Career Builder, Monster, Job Bank USA, and check out Career Service's Links On-Line!! There are a lot of online staffing agencies that can help with your job search. Stay focused and remain positive!!

(2) What kept you from becoming discouraged during your job search? Career Services Staff showed so much faith in me and helped me through my job search, by helping me look for jobs on-line and on the Daily News Kiosk. Staff also helped with my resume!! All the help from the Career Services Staff really encouraged me to keep looking until I found the right job.

(3) How did you feel when you received the job offer? Relieved! Happy and proud of myself!!

(4) Other comments: No matter where I work, I will never forget how much Career Services has helped me grow.



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://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*

www.environmentalcareer.com/
- *helping people work for the environment*

