



THE CAREER CHRONICLE

Grossmont College Career Center / Student Employment Services

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CAREER EXPO IS COMING!

GROSSMONT COLLEGE
October 14-17
CAREER EXPO
October 16, 10AM-1PM

CAREER WEEK

www.grossmont.edu/studentemperservices or call 619.644.7614

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GROSSMONT COLLEGE'S 35TH ANNUAL JOB FAIR!!

It is with great enthusiasm that we invite you to join us for Grossmont College's 35th Annual CAREER EXPO on Wednesday, October 16, 2013, in the Main Quad on campus. The event is organized and coordinated by G.C. Career Center and Student Employment Programs. The theme for this year's event is "BUILDING YOUR CAREER" and will be held from 10 a.m. to 1 p.m.

Never before has it been so critical for all job seekers to know how and where they fit in the "World of Work". Insight into current career development/job search issues, labor market information is crucial in determining one's career destination. CAREER EXPO's primary purpose is to introduce students and community members to job, internship opportunities and career options in the San Diego area. In addition, the informal setting offers employers, Grossmont degree and certificate program coordinators, faculty and staff a unique ability for interaction.

Be sure to dress professionally; bring current copies of your resume (for assistance, visit the Resume Clinic on Monday, October 14th). Check the Career and Student Employment link a week prior to the job fair so you can see who's planning to be there, www.grossmont.edu/studentemperservices. Research companies and the positions they will be recruiting for before you come to the fair.

As in previous years, CAREER EXPO 2013 will be open to the community!

In addition to this event, mark your calendars and plan to participate in Grossmont College's 2013 TRANSFER FAIR, Wednesday, October 9th, 10:00 am – 1:00 pm. GOT PLANS? It is scheduled for Saturday, October 19, 2013.

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Snap Shots from CAREER EXPO 2013



Can you establish a lasting business relationship in just seven seconds?

You can if you make a great first impression. Seven seconds is the average length of time you have to do it, and everyone knows that you won't get a second opportunity. A positive first impression can turn a chance encounter into a long term association.

1. Learn what people use to form their first opinion.
2. Choose your first twelve words carefully.
3. Use the other person's name immediately.
4. Pay attention to your grooming.
5. Keep your shoes in mint condition.
6. Walk fast.
7. Fine tune your handshake.
8. Make introductions with style.
9. Never leave the office without your business cards.
10. Match your body language to your verbal message.

Just a Few of San Diego Employers At This Year's Career Expo



HOW TO MAKE THE MOST OF A CAREER FAIR

Career fairs can provide you with the opportunity to make valuable contacts and learn more about various job opportunities. The following tips will assist you:

- Decide what your goal is for the career fair.
- Have a flawless resume prepared and bring multiple copies.
(Check out the Resume Instruction Packets on GC Career Center web site: www.grossmont.edu/studentempservices; and/or attend the Resume Clinic on Monday, October 14, 2011, G.C. Main Quad.
- Do some background research on the organizations that will be at the job fair.
Obtain the CAREER EXPO Program of Exhibitors so you can begin your research early.
- Have a plan.
On the day of CAREER EXPO arrive early so you can become familiar with the set-up. Prioritize the organizations that you are most interested in and meet with them first.
- Important things you want the employer to know about you.
- Prepare a 30-second "Commercial" about yourself.
Have questions prepared to ask the employer.
- What do you want to know about the Company? Job responsibilities, training, etc.
- Dress appropriately.
Dress like a professional, not a student. Business suits are appropriate.
(Check out the "Interview Tips" packet on the Career Center web site.
- Send a Thank You Note.
If possible, make sure you obtain a business card from the recruiters.

HOT FALL JOBS!

Job Coach, – \$9.75– 10.83/hr. (Job #2988314)

Description: Independently plans, organizes and coordinates group consumer's daily work schedule to ensure completion of work tasks as required by the employer and/or established procedures. Provides on-going training to consumers throughout the work day as needed and/or as specified in consumer Individual Habilitation Services Plan. Facilitates the integration of consumers into the worksite environment.

Requirements: High School diploma or general education degree (GED), college level courses in social sciences preferred and previous work experience preferred. Verifiable training and experience in the trade and/or vocational area relevant to the assigned worksite preferred.

Client Services Specialist, – \$26,000/yr. (Job #3181337)

Description: Ensure that product, office and client messaging are clear and consistent

Analyze problems and constructively solve them. Organize the preparation and production of customized marketing materials, as well as client-specific property packages.

Coordinate Presentations to include: business development, property strategies

Requirements: Software skills: Comprehensive Adobe Creative Suite skills, Advanced Microsoft Office skills; Web publishing skills or desire to learn:

Bilingual – Spanish & English

Sheriff's Emergency Services Dispatcher, - \$22.38 – 29.98/hr. (Job #3081808)

Description: Sheriff's Emergency Services Dispatchers are responsible for handling the full range of radio and telephone emergency and non-emergency communications involving a variety of local governmental operations (law enforcement, fire, medical, etc.).

Requirements: one year of progressively responsible full-time experience as a Public Safety Radio Dispatcher for a municipal law enforcement or fire agency within the last three years and experience must include use of a Computer Aided Dispatch system and 9-1-1 emergency and non-emergency call taking. Or Successful completion of the Sheriff's Radio Training Program, as a full-time Sheriff's Radio Trainee.

For more information, stop at the Student Employment Services Office in Building 60-145

"Community colleges play an important role in helping people transition between careers by providing the retooling they need to take on a new career."

-Barack Obama



WWW.CACAREERCAFE.COM



For Info on Upcoming Workshops and Seminars contact the Career Center at (619) 644-7614



Visit us at: <http://www.grossmont.edu/studentempervices>

<http://www.facebook.com/GrossmontCareerCenter>



"The Career Chronicle" is edited and coordinated by
Nancy Davis, Student Development Services Supervisor
Pamela Benge, Student Employment Services Specialist

Design Contributions by: Brian Mills, David Orozco
Career Center and Student Employment Services Staff

Comments or questions may be directed to the
Career Center • Room 60-140 • (619) 644-7614 or

Student Employment Services • Room 60-145 • (619) 644-7611

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