



THE CAREER CHRONICLE

Grossmont College Career Center/Student Employment Services

Volume 34, Issue 2 • Winter 2012

HOLIDAY SEASON CAREER TIPS & ADVICE

Whether it's taking advantage of less competition for available jobs, spending time on career planning, surviving the holiday season, navigating holiday office etiquette, or dealing with the stress the holidays can bring, here are a few holiday season tips:

Office Parties

The office party during the Holidays or at any other time of the year is a key professional opportunity to mingle casually with coworkers and get to know people you don't see every day. This time is also a "prime time" to ruin your professional reputation – so careful, easy does it!

Deal With The Holiday Season At Work

The Holiday Season at work is a very exciting time, gift giving, overeating, and various celebrations; don't let these activities get in the way of normal work activities. Pace yourself.

Explore Careers

The holidays are a great time for college students to get a jumpstart on looking for summer internships, jobs or job shadowing opportunities. Seniors can use the time to begin the job search process.

Give Your Job Search a Holiday Boost

Leverage this time of year to your advantage!

- Write or re-write your Resume; it should look professional and polished
- Your Cover Letter should be customized/targeted
- Be sure all your email messages are as professional as other business correspondence
- Join a Professional Organization related to your job target
- Network and make contacts at companies where you are seeking employment
- Make use of Social Media, job search engines, job boards, including your Student Employment Office; company websites and niche job sites

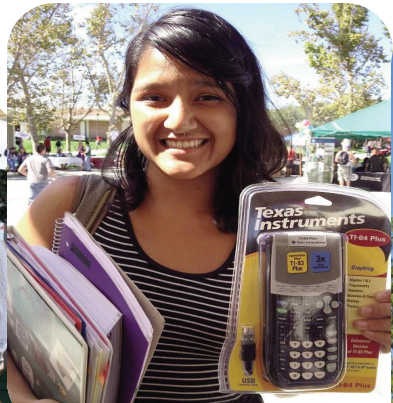
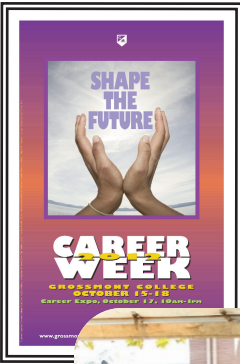
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HIGHLIGHTS OF CAREER EXPO 2012!

THANK YOU to all our students, staff, faculty and administrators that contributed to the success of the 34th ANNUAL CAREER WEEK/EXPO 2012! KUDOS and heartfelt appreciation to the GC Math Department, ASGC, Inc. and Grossmont College Programs!



THE SEVEN SURVIVAL SKILLS

for Careers, College, & Citizenship in the 21st Century

1. Critical Thinking and Problem Solving

"The person who's close to the work has to have strong analytic skills."

- Ellen Kumata, consultant to Fortune 200 companies

2. Collaboration Across Networks and Leading by Influence

"Our mantra is that you lead by influence, rather than authority."

- Mark Chandler, Senior Vice President and General Counsel at Cisco

3. Agility and Adaptability

"...Adaptability and learning skills are more important than technical skills."

-Clay Parker, President of Chemical Management Division of BOC Edwards

5. Effective Oral and Written Communication

"The biggest skill people are missing is the ability to communicate: both written and oral presentations."

- Annmarie Neal, Vice President for Talent Management at Dell

4. Initiative and Entrepreneurship

"We need self-directed people... who can find creative solutions to some very tough, challenging problems."

- Mark Maddox, Human Resources Manager at Unilever Food North America

6. Accessing and Analyzing Information

"People must be prepared to process information effectively."

- Mike Summers, Vice President for Global Talent Management at Dell

7. Curiosity and Imagination

"An employer would like the employee to come up with an interpretation that adds an original creative element to an old idea."

- Michael Jung, Senior Consultant at McKinsey and Company

Evaluate Yourself

On a scale of 1-5 with 5 being the best, how would you rate yourself on these 7 skills?

1. Can you give an example of something you are doing to build one of these skills?
2. What would you tell an employer to demonstrate your ability in one of these 7 skill areas?

Author and educator Tony Wagner (The Global Achievement Gap), believes one must possess these 7 skills to survive in the 21st Century.

Student Employment Services

"HOT HOLIDAY JOBS"

Direct Support Professional IV, – \$10.50/hr (Job #2695963)

Description: Plan and provide instruction to assist each consumer to gain his/her fullest potential and meet Individual Program Plan goals and objectives through specialized services and supports in the areas of employment, postsecondary education, independent living, and socialization and recreational/leisure that furthers person centered service excellence. Provide additional supports in other areas based on an individual's needs.

Requirements: Associate Degree from an accredited college/university or equivalent with one year related experience and/or training of hands-on direct care experience with persons with developmental disabilities. Must possess a current CPR/First Aid certification; have a valid California Driver's license.

Steward, – \$10.00/hr (Job #2834148)

Description: Work in a kitchen environment and maintain sanitary conditions by washing dishes, pots and pans, and cleaning the kitchen area to require health standards.

Requirements: Minimum 18 years old and no previous job-related experience necessary. Ability to follow oral/written instructions, operates dishwashing machine, and lift up to 60 pounds; bilingual desirable; current Food Handler's Education Certificate required.

Social Services Technician, – \$12.17- 13.46/hr (Job #2841445)

Description: Perform a wide variety of duties in support of the Head Start Program goals and objectives by establishing and maintaining positive relationships with children's families; serve as an advocate for program children and their families and perform related work as required. Act as a resource and provide and/or make referrals for necessary services; inform and educate and distribute information and literature to parents regarding health, social and other services.

Requirements: Education, Experience & Training: Equivalent to an Associate's Degree in early childhood. Licenses & Certification: Possession of, or ability to obtain, a valid Class C Driver's License is required. Must meet and maintain State law and county licensing requirements regarding employment in a child care center (fingerprints, TB, physical).

For more information, stop by the Student Employment Services Office in Building 60 Room 145!



WWW.CACAREERCAFE.COM



Where Students Meet Success



Recruitment Orientations

December 11, 2012 &
January 15, 2013
6:00 PM - 8:00 PM
1744 W Katella Ave. Ste 230
Orange, CA 92867

December 18, 2012 &
January 22, 2013
6:00 PM - 8:00 PM
9330 Farnham St
San Diego, CA 92123



From Grossmont College Career Center / Student Employment Services Family to Yours!



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

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