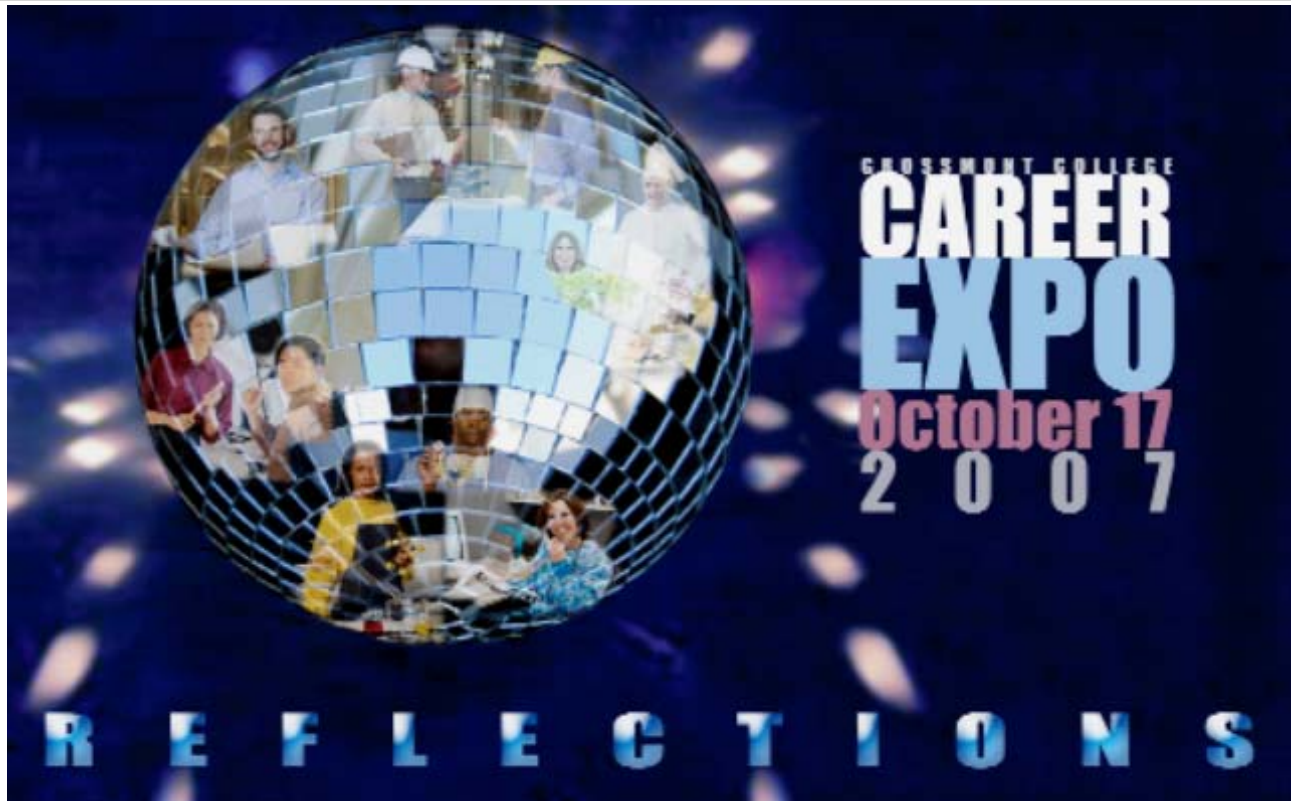




The Career Chronicle

Grossmont College Career Center/Student Job Placement

Volume 21, Issue 1 – Fall 2007



Grossmont College's 29th Annual CAREER EXPO is scheduled for **Wednesday, October 17th** from **10 a.m. to 1 p.m.** in the **Main Quad** on Campus. This event is **FREE** and open to the general public.

The theme for this year's event is "*Reflections.*" We encourage students to reflect on the following:

- Who are you now?
- What are your special assets/talents?
- Who needs what you like to do?
- What work environment do you want?
- What are you passionate about?
- What skills do you need to manage your career?

"The only security lies in mastering career management skills."

CAREER EXPO is a great opportunity to speak with local employers about career opportunities with their companies. (See page 2 for a sneak preview.) Many employers will be interviewing and possibly hiring on the spot!

Job Preparation Clinics are scheduled for Monday, October 15, in the Grossmont College Main Quad for Assistance with Resume Writing, Application Preparation and Interview Techniques. If you are looking for a job, remember to dress for the interview and bring your resume to the Job Fair.

Additional presentations scheduled during Career Week will assist with major career transitions, *Tapping America's Potential - Success After 50*, and *4 Generations in the Workforce*.

CAREER EXPO 2007 has been made possible through generous contributions by our **Presenting Sponsors**, *The Associated Students of Grossmont College (ASGC) Inc.*, *SeaWorld*, *Sharp Healthcare*, *UPS* and other supporting Sponsors.

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A Preview of Employers Coming to Career Expo 2007 and Current Job Openings

ACE MANAGEMENT, INC.

Professional Valets, Parking Lot Attendants, Traffic Directors and Cashiers. Also seeking Shift Managers.

AMERICAN MEDICAL RESPONSE

Paramedics, Emergency Medical Technicians, Shuttle Van Drivers and Vehicle Service Technicians.

AX ARMANI EXCHANGE

Full-time, part-time and seasonal Sales Associates.

CA ARMY NATIONAL GUARD

Military Police, Cooks, supply and logistics, military intel, Drivers, etc.

CALIFORNIA HIGHWAY PATROL

Officers and Dispatchers

CAJON VALLEY UNION SCHOOL DISTRICT

Instructional and office support; substitute/temporary clerical, custodial and classroom support.

CITY OF SAN DIEGO

Admin/Professional, clerical, recreation, safety services, and technical.

CITY OF SANTEE-RECREATION SERVICES

Contract Community Instructors, facilities & recreation and part-time staff.

GEICO

Customer service, sales, and claims.

HARMONIUM INC.

Child Care Providers/Supervisors; Infant-Toddler Teachers

HELIX WATER DISTRICT

Utility Crew Members, Dockhand (PT) and Public Affair Interns

HOME OF GUIDING HANDS

Residential Service Technician

HONOLULU POLICE DEPARTMENT

Metropolitan Police Recruits (entry-level Police Officers), and Police Radio Dispatchers.

KAISER PERMANENTE

Full time, part time, per diem clerical, technical, patient care, physical therapy and entry level.

KPRZ - KCBQ SALEM COMMUNICATIONS

Internship's for college credit in the Communication and Media Communications field.

NAVY REGION SOUTHWEST

Childcare, recreation, housekeeping, Food Service Workers, laborers, and administrative.

REGISTRAR OF VOTERS

Election Workers.

SAN DIEGO SUPERIOR COURT – EAST COUNTY

Court Operation Clerks, Student Workers and Interpreters.

SHARP HEALTHCARE

RNs, Respiratory Therapist Occupation Therapy Assistants, Cardio Vascular Techs.

STAFF PRO

Convention and concert event staff.

UNION BANK

Teller positions.

And many more . . .





Top 15 Characteristics Wanted in Workers

Over 100 employers were asked to list the characteristics they wanted most in their employees. Listed as follows are the top 15:

1. Report to work on time and be ready to work.
2. Show initiative, which means doing what needs doing without waiting to be told and always looking for more work to do and doing it.
3. Be well groomed - clean, neat hair and uniform - keep work station organized, clean, and neat.
4. Treat customers politely and keep them happy.
5. When working, concentrate on what you are doing so you don't make mistakes.
6. Be honest.
7. Develop good communication skills - ask questions; have an outgoing, friendly personality; let problems be known so they can be solved; *Smile*.
8. Have an eagerness to learn new things about the job and new ways to do the job.
9. Have a good attitude towards work and others (which means that you act as if you like your customers, co-workers, and job).
10. Develop the ability to get along with co-workers. Be part of the company team.
11. Work hard; and look for other things to do when you have finished your job.
12. Do quality work by doing each job the very best you can.
13. Follow the rules of the company and the directions from your supervisor.
14. Know the safety rules and follow them.
15. Know everything about your company's services so that you are able to answer the customer's questions and discuss what's good about the company's products.

Source: City of Rocklen, CA





HOT JOBS

Office Assistant, PT Temporary - \$8/hr. (Job #1249385)

Description: Answering phones, data entry, filing, and other miscellaneous office duties. May potentially become permanent position for the right candidate.

Requirements: Mac experience a plus, but not required. We will train.

Job Coach, PT- \$8-10.75/hr. (Job #1248649)

Description: Assist adults with developmental disabilities by working in small groups at their employment site or in the community, providing training and coaching when needed.

Requirements: High school diploma or GED, knowledge of MS Word, clean DMV record, reliable transportation, and health screening.

Childcare Coordinator, FT/PT - \$10 - 11/hr (Job # 1248075)

Description: Oversee childcare services and operations, plan, organize and lead educational curriculum and program of activities for children. Assist in developing and maintaining an expense budget, and maintain required records for children and volunteers.

Requirements: Minimum 2 years experience coordinating childcare programs. High school diploma, some Child Development classes strongly preferred, and CPR certification – bilingual English/Spanish.

Ultrasound Technologist, PT - \$18 – 27/hr (Job # 1249205)

Description: Assist physician in diagnosing and treating cardiac and vascular ailments in a busy general office, with willingness to learn breast ultrasound.

Requirements: Certificate from Grossmont College Cardiovascular Program, registered vascular technologist preferred or registry ready. Excellent patient interaction and communication skills.

TIPS FOR GETTING READY FOR CAREER EXPO

- ✓ **Practice your communication skills**
Have a small speech prepared so that when you get to each employer you will already know what to say.
- ✓ **Arrive Early**
Be familiar with the fair layout. Know where each employer that you plan to talk to, is located.
- ✓ **Have questions ready**
By having a few questions in mind, it will be easier to know what information you need from each employer.
- ✓ **Do research**
Educate yourself on the type of company before the fair. Visit the Career Center for information.
- ✓ **Bring extra copies of your resume**
It's not unheard of for employers to hire on site. Bring extra copies of your resume to hand out.
- ✓ **Have job application info ready**
Make sure you have relevant information ready to fill out an application.
- ✓ **Pay attention**
Devote your attention to the employer when they are talking to you.
- ✓ **Thank Employers**
Employers are taking time out of their busy schedules to attend the fair and answer questions. Be sure to say "Thank you."

We now have access to **online** job postings for our students.

For more information, stop by the
Student Job Placement Office in Room 626!



"The Career Chronicle" is edited and coordinated by
Nancy Davis, *Student Development Services Supervisor*
Cindy Hall, *Career Center Specialist*
Pamela Abuka, *Job Placement Specialist*
Design Element Contributions by: Anton Radiev, Esmeralda Cortez, and Frankine Wirba
Career Center and Student Job Placement Staff
Creative Services Staff

Comments or questions may be directed to the
Career Center, Room 627 (619-644-7614) or
Student Job Placement, Room 626 (619-644-7611)

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