

Student Employment Services

HOT JOBS

Technology Systems Specialist, FT/PT - \$25,000/yr. (Job #1749741)

Description: This position is for supporting hardware and software systems in home and office environments. The technical specialist will work with end users and other team members, diagnosing and repairing computer systems, networks systems and televisions.

Requirements: Must be able to work on-call rotations and have 100% availability on Tuesday and Thursday's. Must be able to lift 75 lbs and requires heavy use of personal car. Must have a valid California driver's license; own a reliable cell phone; be able to pass a background check and drug test and own a laptop.

Promotions Director, FT/PT - \$ 10/hr. (Job # 1757464)

Description: Work at different events in San Diego County promoting the company and collecting leads. This may include doing a live camera taping or photo session.

Requirements: Must be assertive, very outgoing, and have a strong, clean image.

Blood Collection Specialist, FT- \$ 12.50/hr. (Job #1754108)

Description: Under direction of a charge nurse or manager, this position performs assigned daily clerical and technical whole blood, and at some sites automated RBC collection activities ensuring the operation meets all established criteria of quality, efficiency and donor care. Consistently practices outstanding and positive customer service promoting donor recruitment and retention.

Requirements: Prefer minimum 2 years experience in a whole blood collection facility or 1 year in automated collection. Will train the right candidate.

Relief Childcare Worker, FT/PT - \$15/hr. On Call (Job #1760774)

Description: Accountable to the Lead Child Care Worker and Program Manager for the maintenance of the deaf group home level 12 facility and the provision of a safe, consistent and nurturing environment for youth in residence.

Requirements: Associates degree and two years full-time work experience with adolescents in a residential setting or Bachelors degree and ability to work with youth. Must be fluent in American Sign-Language

For more information, stop by the Student Employment Services Office in Room 626!



Did You Know?

It is estimated that only **20%** of all jobs are ever advertised, meaning **80%** of jobs are filled by companies who never advertised the position.

These positions are filled by referral, the "**who do you know**" method of recruitment.

So while keeping an eye on newspaper advertisements and internet job search sites is important, the percentages are in your favor if you investigate the **Hidden Job Market**.



"The Career Chronicle" is edited and coordinated by Nancy Davis, Student Development Services Supervisor
 Pamela Abuka, Student Employment Services Specialist
 Design Element Contributions by: Chaturika Udugama, Marlon Rosales & Anton Radiev
 Career Center and Student Employment Services Staff
 Comments or questions may be directed to the Career Center, Room 627 (619-644-7614) or Student Employment Services, Room 626 (619-644-7611)

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The Career Chronicle

Grossmont College Career Center/Student Employment Services

Volume 28, Issue 1 – Fall 2009



**A NEW ERA
 No Boundaries**

We regret to inform you that due to severe budget reductions to community colleges by the State of California, the Grossmont College Career and Student Employment Programs will be unable to host our annual CAREER EXPO, 2009 (Job Fair) for students and the San Diego community.

Despite this change, the Career Week 2009 Workshops will proceed during the week of October 19th. The theme of Career Week this year is "A NEW ERA - No Boundaries".

Preview of Career Week

- ⇒ Job Search Clinics
 Monday, October 19, 9am - 1pm, Main Quad
- ⇒ Career Pathways in Health Care
 Tuesday, October 20, Noon - 1:30pm, Career Center
- ⇒ The Green Economy and Renewable Energy
 Tuesday, October 20, 5:30pm - 7pm, Career Center
- ⇒ Meeting the Needs of Veterans
 Thursday, October 22, Noon - 1:30 pm, Career Center

We hope to resume CAREER EXPO when our state economy improves in the future!

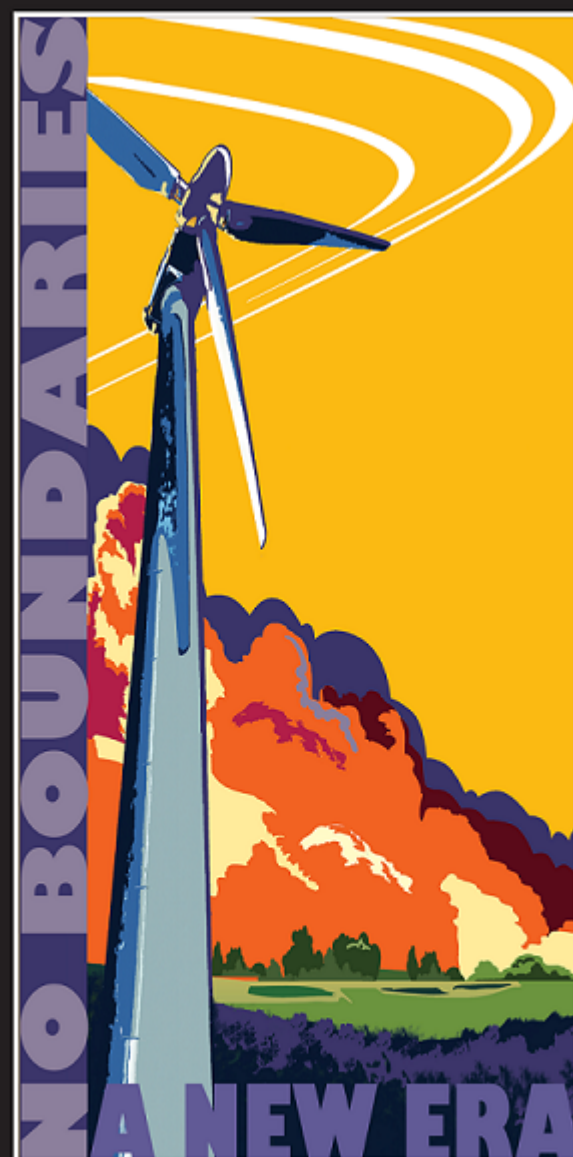
Student Employment Services will continue to post job and internship opportunities for Grossmont College students and schedule on campus recruiters.

For information about internships and career week activities, please contact the Career Center ((619)-644-7614)/Student Employment ((619) 644-7611) or visit our website at: www.grossmont.edu/studentempservices

Look for more details in the Grossmont College Summit

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- P2: Job Hunting Tactics
- P3: Ask Yourself
- P4: Hot Jobs



CAREER WEEK

JOB HUNTING - A FRAZZLING EXPERIENCE!

Key to Finding a Job - Plan Your Time:



"Finding Work is a Full-Time Job!"

1. Set your goals and responsibilities for each day.
2. Wake up early at a set time to start looking for work.
3. Organize your job search - 8 hours per day and 40 hours per week.
4. Make a "To Do" list daily and apply for jobs early in the day.
5. You can phone employers to find out the best time to apply.
6. Write down the name of all employers you contact, the date of the contact, who you spoke to and the results.
7. Using "Direct Contact" you can apply at several companies in the same area to save time and gas.
8. If you have a "Master" application, copies of your resume, your portfolio, certifications, documents of eligibility to work in the United States, maps or a Thomas Guide you will be prepared for your search.
9. Follow up on all leads.
10. "Network" - Let everyone know you are looking for work. If you choose to use a Social Network like LinkedIn, use it strictly for professional use and to post your resume.



Source: Employment Development Department, "Tips for Finding the Right Job in California", 2009

WHILE ON THE JOB HUNT - DO NOT FORGET TO:

- ✓ **Maintain Your Mental Health** - It is typical for a job hunter to feel anxious. However, constant anger, being critical about people around you, sitting in front of the television playing video games, may cause you to be unable to concentrate for long periods of time which might become debilitating and self defeating.
- ✓ **Exercise Daily for 30 Minutes** - An exercise program can provide unlimited energy by releasing endorphins into your brain that allow you to concentrate better. *Always consult your family physician before starting a regular exercise program.*
- ✓ **Maintain Your Relationships** - Job hunting can be stressful and consume you. Maintain your important relationships with family and close friends. At the end of the day (4:30 or 5:30 p.m.) and weekends, the job hunt is "done" until the next day.
- ✓ **Have a Positive Attitude** - The job hunt can get tough! Some days it seems like there are no jobs available and the companies you want to work for are going out of business. The reality is each day new companies are starting up, companies are taking over other companies, people are retiring or quitting and people are moving.
- ✓ **Read Your Goals Every Single Day** - Dreams are not goals, goals are measurable, tangible and have a date.
- ✓ **Finish 3 Tasks In Your Job Hunt Plan** - A task is an activity that moves you closer to one of your goals.
- ✓ **Do Something That Will Market Yourself** - You can use a social network like LinkedIn, or use business cards. Make sure that you are consistent. For example, paperwork, business cards and resume should have the same letter head.
- ✓ **Make Some Choices** - As a job hunter you should have many different tactics in play - use a variety of different job hunt methods.
- ✓ **Track The Effectiveness Of Everything You Do** - Track the effectiveness of your job hunt by measuring what you have done and how well it helped you reach your goals.



Source: Zale Tabakman, "The Top 10 Priorities For Job Hunters", 2009

ASK YOURSELF

Am I?	YES	NO		YES	NO		YES	NO
A Leader			Energetic			Patient		
A Team Player			Friendly			Persistent		
Artistic			Helpful			Persuasive		
Careful			Idealistic			Practical		
Competitive			Imaginative			Precise		
Cooperative			Independent			Self-Starting		
Coordinated			Intelligent			Shy		
Creative			Logical			Strong		
Critical			Mechanical			Sympathetic		
Curious			Organized			Talkative		
Daring			Original			Tolerant		



THINGS I KNOW I AM

From YES column, select five things that most strongly represent you:

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....



THINGS I KNOW I AM NOT

From NO column, select five things that are definitely not you:

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....

Source: Rick Trow Production, INC., "The Career Game" 2007