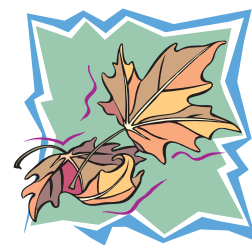




The Career Chronicle



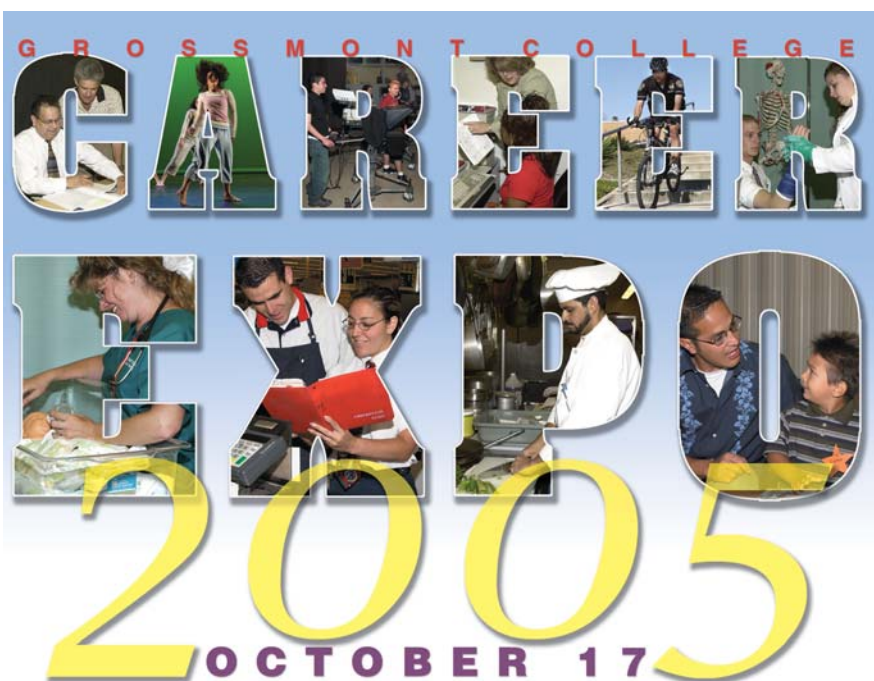
Grossmont College Career Center/Student Job Placement

Volume 17, Issue 1 – Fall 2005

Career EXPO 2005

Grossmont College's 27th Annual **CAREER EXPO** (Job Fair) is scheduled for **Monday, October 17th, from 10 a.m. to 1 p.m.** in the **Main Quad** on Campus. This event is **FREE** and open to the public. Grossmont College programs; Office Professional Training (OPT) celebrating its 20th anniversary; and Theater Dance will be showcased.

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! If you are looking for a job remember to dress for the interview and bring your resume. (*Assistance with Resume writing, application preparation and Interview techniques is provided by Career and Student Job Placement staff prior to the fair*).



Other Career Week activities include: Keynote Speaker, Michael DeMarco, Paralympic Swimmer. The month of October is Disabilities Awareness Month and Grossmont College's Disabled Student Services program has partnered with the college's Career and Student Job Placement programs for this special presentation! Additional workshops will showcase careers in the Administrative of Justice and Health Care Industry. If you're thinking about a major career transition, join us for the presentation, *Finding Success After 40!*

CAREER EXPO 2005 was made possible through generous contributions by **Presenting Sponsors**, *The Associated Students of Grossmont College (ASGC) Inc., GEICO Direct, UPS, and Barona Valley Ranch Resort and Casino*, and other supporting Sponsors.



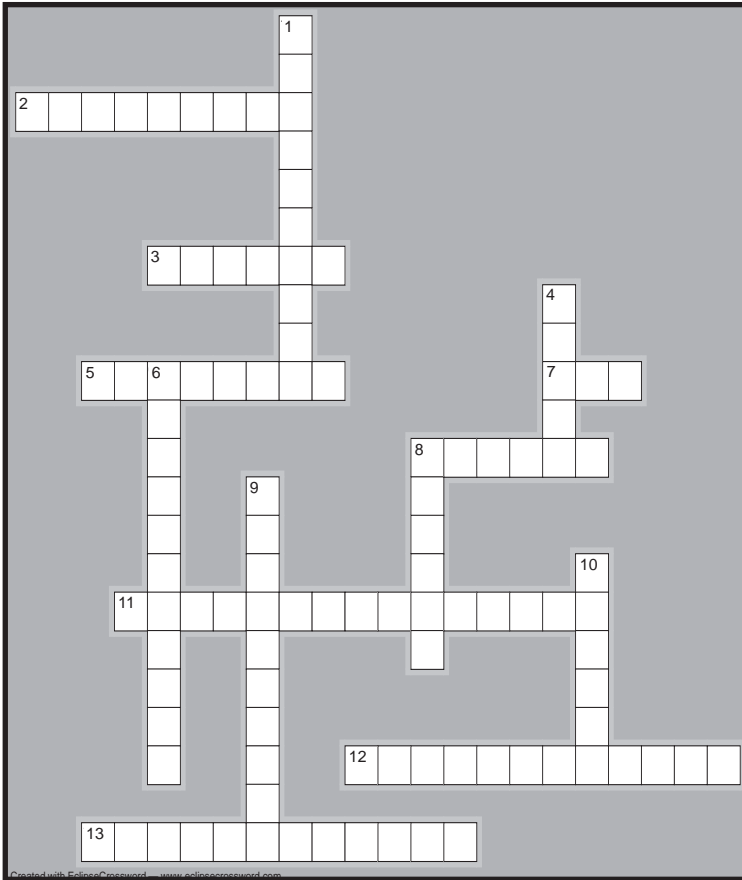
- In This Issue:**
- p. 2: 2005 Career EXPO Exhibitors**
 - p. 3: Test Your Career Savvy Crossword Puzzle + Career Week Events**
 - p. 4. Student Job Placement Hot Jobs
10 Tips for Navigating the Job Fair**



**Here is a Preview of Some of
Career EXPO'05 Employers and
Positions They Will Be Recruiting:**

- ~ **A+ Subs**
Preschool Teachers and Aides
- ~ **Barona Valley Ranch Resort & Casino**
All positions and all levels – from housekeeping to general maintenance technicians, etc.
- ~ **CA Department of Corrections**
Medical Technical Assistance (RN or LVN), RN Correctional Facility
- ~ **City of El Cajon**
Safety Services, Clerical, Technical and Recreation
- ~ **County of San Diego, Dept. of Child Support Services**
Seeking educated, motivated and well-rounded individuals for a variety of positions.
- ~ **Helix Water District**
Customer Service Representatives, Public Affairs Interns, Dockhands, Utility Crew Members
- ~ **Hyatt Hotels**
Security officers/culinary/guest service agents/administrative & clerical
- ~ **Navy Human Resources**
Administrative, technical, skilled trades, medical, fire and emergency medical.
- ~ **Nolte Associates, Inc.**
Professional/Administrative, Management, Geography (GIS), Marketing, Technical (Engineering, Surveying, CAD Tech)
- ~ **Ralphs**
Entry-Level and Mid-Management positions
- ~ **Registrar of Voters, County of San Diego**
Poll Worker (One Day), Assistant (6 Weeks) during an election
- ~ **San Diego County Library**
Library Technician I, II, III and Librarian I, II, III
- ~ **San Diego County Office of Education**
Secretarial/clerical, technical and paraprofessionals
- ~ **San Diego County Probation Dept.**
Correctional Deputy, Probation Officer I and Deputy Probation Officer
- ~ **San Diego County Regional Airport Authority**
Program Manager (Construction), Facilities Maintenance Supervisor, Finance (Cost Analyst)
- ~ **San Diego Fire & Rescue**
Firefighters, Paramedics, EMT's
- ~ **San Diego Lifeguards**
Seasonal Lifeguards
- ~ **San Diego Sheriff's Department**
Deputy Sheriff Positions
- ~ **San Diego Unified Port District**
Administrative Assistant I; Auditor; Training & Organization Development Specialist; Deputy Treasurer; Financial Analyst; Harbor Police Officer Lateral and Intern I & II (variety of Departments)
- ~ **Sharp HealthCare**
RNs, LVNs, Nursing Support, Allied Health/Clinical Professions, Information Systems/Technology, Administrative Professional, General Support/Clerical, Management – Non Nursing and Nursing
- ~ **Southwest Airlines**
Customer Service Agent, Ramp Agents
- ~ **Staff Pro**
Event Security/Guest Services for Concerts, Conventions, Sporting Events, Trade Shows etc.
- ~ **Starbucks Coffee**
Assistant Store Manager, Shift Supervisor, Baristas
- ~ **The Buckle**
Management Development Program Positions, Sales and Management Focused Interns, Full and Part Time Sales
- ~ **The Scripps Research Institute**
Scientific Staff, Technical Staff, Administrative Staff

'Test Your Career Savvy' Crossword Puzzle



Across

2. A successful _____ uses the interview to screen the organization before going to work there.
3. _____ patterns can be a kaleidoscope of possibilities.
5. After your job interview you should write a _____ note.
7. How can you continue designing your _____ so that you are able to use your greatest gifts?
8. As a general rule of thumb, someone who changes jobs wants an increase in _____ of at least 20 percent.
11. The name of the Career Center and Student Job Placement newsletter is the _____.
12. Informational _____ is the term used to describe the process of systematically researching a career field through a series of in-person, workplace visits with people who are already employed in a similar job.
13. When deciding how to dress for your _____, you should choose conservative business attire, even if it's casual Friday.

Down

1. Our annual job fair is called _____.
4. Find a _____ that will keep you interested and learning after you leave college.
6. A job _____ provides an employer with information about you.
8. We can expect to return to _____ several times to re-invent our careers.
9. By undergoing _____, you will have an opportunity to design a life for yourself that is personally satisfying.
10. The _____ is the core foundation to your job search campaign - an essential tool when marketing you to potential employers.

'Ah, but a man's wish should exceed his grasp, or what is heaven for?'

Robert Browning

CAREER WEEK EVENTS

Event	Date	Time	Place
~ Career EXPO Job fair featuring over 100 employers/exhibitor.	Monday, October 17th	10 a.m. - 1 p.m.	Main Quad
~ Keynote Speaker Michal DeMarco - U.S. Paralympics (Bronze Medalist)	Tuesday, October 18th	11 a.m. - Noon	Griffin Gate
~ "Finding Success After 40" Nancy Davis -	Wednesday, October 19th	5:30 p.m. - 7:00 p.m.	Career Center
~ Health Team	Thursday, October 20th	10 a.m. - 11 a.m.	Griffin Gate
~ Administration of Justice: Careers in Focus AOJ Panel	Thursday, October 20th	11 a.m. - Noon	Griffin Gate

CROSSWORD ANSWERS

- ACROSS**
 2. CAREER EXPO 4. MAJOR 6. APPLICATION 8. SCHOOL 9. ASSESSMENT 10. RESUME
 3. CAREER 5. THANK YOU 7. JOB 8. SALARY 11. CAREER CHRONICLE 12. INTERVIEWING 13. JOB INTERVIEW
DOWN



STUDENT JOB PLACEMENT

Activity Leader, PT - \$8-11/hr. (Job #19482/20355)

Description: Implement before and after school academic enrichment programs for children ages 5-12 and lead different activities.

Requirements: Must be 18 years old and have GED or high school diploma.

Campus Aide, PT - \$9.20/hr. (Job #19602/20361)

Description: Patrolling assigned campus area and immediately adjacent facilities, discourage improper student behavior and maintain student safety.

Requirements: High school graduate. Communicate effectively with students and the public. Knowledge of methods for controlling and motivating students. Physical and fingerprinting clearance required.

Office Manager, PT - \$ 13/hr. (Job # 20040/20431)

Description: Manage office and ensure clients are happy.

Requirements: Experience in bookkeeping; good manners and appropriate dress is a must.

Park Services Assistant, PT - \$9-11/hr. (16525/20390)

Description: Provide assistance to customers and assist with reservations for park and campground facilities. Monitor routine maintenance and provide general information to visitors.

Requirements: High school education/GED and/or experience in retail sales, customer service or similar experience which displays knowledge to perform the essential duties of the job. Valid CA driver's license required.

There are internships (course credit) available for Media Communications students.

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

10 Tips for Navigating the Job Fair

- 1. Plan Ahead**
Decide which employers you want to talk to at the fair ahead of time.
- 2. Be Prepared**
Time with employers may be limited. **(a)** Be prepared to describe yourself and your qualifications in one minute or less. **(b)** Have a few questions ready to ask. **(c)** Avoid asking questions about salary and benefits.
- 3. Have Job Application Information Ready**
Make sure you have all relevant information to complete a job application at the fair.
- 4. Dress Professionally**
This is the employer's first impression of you. Be sure to dress in appropriate business attire.
- 5. Bring Your Resume**
Bring a copy of your resume. It is a good idea to bring extra copies as there may be other opportunities.
- 6. Communicate with the Employer**
(a) Be curious – ask questions. Express interest in the company. **(b)** Ask about internships & summer job opportunities. **(c)** Ask about entry-level career opportunities. **(d)** Ask for advice on preparing to work for their company and/or referrals for other sources to prepare for this career.
- 7. Ask Questions**
Prepare your questions in advance. Take time to learn about employers before the fair.
- 8. Thank Employers**
Employers are taking time out of their busy schedules to attend the fair and answer questions you have about employment with their companies. Remember to thank them for attending.
- 9. Ask for a Business Card/Send a Thank You Note**
If you apply for a job at the fair or wish to be considered for a job, be sure to request the recruiter's business card. You will want to follow-up with a thank you note to the recruiter following the fair.
- 10. Getting the Job/Not Getting the job**
~ If you get the job...**Congratulations!** Tell us about it!
~ If you don't get the job or are not looking for work right now, look at the Job Fair as a positive learning experience. The Career Fair is a great opportunity to practice your networking and interviewing skills.



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