



CAREER SERVICES



Together we are Better!

Career Planning & Job Placement Services

John W. Deans Collaborative Learning Center

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www.sunyjefferson.edu/careerplanning

www.sunyjefferson.edu/jobplacement

www.sunyjefferson.edu/undecided



WHO DO WE SERVE?

We serve current students, and alumni of JCC, also staff and faculty of Jefferson, employers, and agencies of the external community.

WHAT ARE OUR GOALS?

The primary mission of the Career Planning and Job Placement Service at JCC is to assist you in developing, evaluating, and effectively implementing your career goals. In fulfilling this mission, we offer a full range of programs designed to:

- Foster self-knowledge, early career awareness and planning.
- Analyze interests, skills, previous work experience, personal traits, and desired lifestyle to promote awareness of the interrelationship between self-knowledge and career choice.
- Set short-range and long-range goals.
- Explore the range of life and work possibilities, and enhance the ability of students and alumni to secure meaningful employment.
- Present oneself effectively as a candidate for employment or further study.
- Make the transition from education to the world of work.

HOW DO WE REACH THESE GOALS? THROUGH CAREER PLANNING AND JOB PLACEMENT SERVICES!

CAREER PLANNING & JOB PLACEMENT SERVICES

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CAREER COUNSELING

CAREER COUNSELING INCLUDES:

We provide personalized counseling sessions to learn more about your needs, goals, and interests. Our trained/professional counselors will insure that all counseling sessions are confidential. We take time to answer questions, review plans, and set goals.

An appointment is needed for a counseling session, and we can help you arrange one by calling 315-786-2288.

UNDECIDED STUDENT SERVICES:

Students who may be “Undecided” about their major or career path are encouraged to reach out to Career Counselors for assistance. We will meet with you and discuss your interests, values and educational goals and how they can result in a career!

CAREER & PERSONALITY ASSESSMENT INVENTORIES

WHAT IS A CAREER INVENTORY:

A career inventory is a written or computerized instrument used in career counseling to help you discover how your interests, personality, and values relate to the career paths you are seeking. A career inventory can help you and your Career Counselor address who you are and what occupational goals you have, thereby helping you to make more informed decisions. Results from a career inventory can help you confirm your current career options, or present new options to consider. The inventory is not a “test” and it does not measure aptitude. It also is not intended to “replace” career “counseling,” but rather, supplement the counseling process.

HOW ARE THEY USED:

Simply make an appointment with the career counselor. During your initial visit you and the Counselor will discuss what career goals/questions you have. If a career inventory is recommended, the Counselor will advise you as to which one is most appropriate.

Anyone can benefit from career counseling. These inventories can be especially helpful to you if you are unsure about your Major, unclear about career goals, or interested in retraining for a new career. To schedule an appointment, call 315-786-2288.

TYPES OF CAREER AND PERSONALITY INVENTORIES:

- The Holland Self-Directed Search
- The Strong Interest Inventory
- SIGI3 – The System of Interactive Guidance and Information
- Personal Preference Assessment – An abbreviated version of the Myers-Briggs Personality Inventory

CAREER & EMPLOYMENT RESOURCES

We have a variety of resources in room 15-103 and via our website at www.sunyjefferson.edu/careerplanning. Information is available to take with you, and other materials can be viewed and photocopied if needed. Some include:

- Career Counseling and Personality and Career Inventories
- Employment and Career Guides
- On-Campus, Local, Regional, and National Employment Job Listings
- Civil Service Information
- Employment and Training Program Information
- Cover Letter and Resume Writing Information
- Mock Interviewing Information
- Labor Market Data
- Web Employment Links
- Upcoming Career Fair Information
- Class Assignment Information
- College Calendar of Events for Recruiters and Workshops
- Career Services at Jefferson on Facebook for job openings

JCC CLASSES & CLUB SEMINARS

Each semester, Career Development Seminars are offered in JCC Classes and Campus Club meetings on various career-related topics. These Seminars are designed to acquaint you with the Career Planning and Job Placement Services, address specific career topics that the respective Club has requested, and direct you toward the best utilization of our resources.

CLASS ASSIGNMENTS

You may be referred to Career Services in the Deans Collaborative Learning Center to research information and use our resources for a class assignment. We have a variety of resources available to help you complete your assignment.

EMPLOYMENT OPPORTUNITIES

Current students and JCC alumni, are encouraged to review employment opportunities and upload your resume and cover letter for review from employers through our **CANNONLink** employment network. Campus, Local, Regional, and National employers publicize their open job opportunities to share with current students and alumni through our JCC **CANNONLink** employment network. To view job openings:

- 1 – Visit www.sunyjefferson.edu/cannonlink
- 2 - Enter your username (email) & password on (Login screen page) – if this is your first posting, you will be asked to register instead.
- 3 - You are now on your HOME PAGE
- 4 - Click "jobs" on the top menu bar
- 5 - Enter any criteria to narrow down your search
- 6 - Click SEARCH!

We can provide you with assistance in referring you for employment opportunities, or you can self-refer. New jobs are sent to us constantly, so stay updated!

ON-CAMPUS RECRUITMENT

Both Employer and Military Recruiters regularly visit JCC to talk with students. Recruiters are typically hosted in the College Commons where you can visit with them informally. Watch bulletin boards, Facebook, and the Campus Calendar for scheduled visits. If Recruiters interview formally, a recruitment calendar will be posted on the Career Services bulletin boards and Facebook where you will be encouraged to contact us to schedule an interview.

RESUME AND COVER LETTER PREPARATION & CRITIQUES

Job Placement Services are available to help students and alumni devise your cover letters, other letters, and resumes. Resume critiques are also provided. You can e-mail or mail in, or drop off your credentials and receive a thorough critique within one week, or make your appointment to discuss your resume and cover letter in person.

JOB SHADOWING PROGRAM

Ask us about our Job Shadowing Program, “*Sharing Knowledge, Shaping Futures.*” This program is designed to give you the opportunity to explore prospective careers with campus and local professionals. Tell us your occupational interests and we’ll try to refer you to someone who can tell you first-hand, all about that occupation.

TAKE ADVANTAGE OF OUR SERVICES

For more information related to the Career Planning and Job Placement Services, call us 315-786-2288, or stop by the Collaborative Learning Center. You are encouraged to make an appointment *early* in your college career. All of our services are free of charge, and maintained in confidentiality. The experience will benefit you throughout your life!

CAREER PLANNING AND JOB PLACEMENT BOOKLETS

Stop by our Career Resource Room (15-103) and grab a booklet or download one, or all of them at www.sunyjefferson.edu/careerplanning. The booklets provide additional details about the respective services and programs offered through our Career Planning and Job Placement Service.

***Together we ARE better, Career Services and YOU!
Let us help prepare you for your personal and professional success!***



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