

Job & Career Connections Newsletter ~ Spring Edition 2 – 2017

Job & Career Connections supports ALL students, alumni, staff & community members through a variety of direct and self-guided resources and services.

FEATURED PROGRAM: *YOUR* JOB & CAREER CONNECTIONS

What can this program help with?

- **Resume & Cover Letter review** including resume examples and resume building tools.
- **Job, Internship, Volunteer & Work Study search** including on and off campus positions.
- **Referrals to campus & community resources.**
- **Interview tips, types, and preparation** including preparing an elevator pitch.
- **Career Pathway Exploration resources** including labor market information, training programs, and statistics.
- **Educational Opportunity Center (MDC)** co-located staff who may assist with completing the FAFSA, navigating financial aid barriers, admissions and placement testing, identifying community resources and provide career assessments.
- **Career Counseling, Assessments and Planning** provided by Faculty Counselor Advisors for Pierce College students.
- **Computers including: Internet, Microsoft Office, & more. A computer equipped with adaptive equipment including speech and magnifying software is available. Additional adaptive equipment is available upon request.**
- **WorkSource** co-located staff can assist with Resume/Cover letter assistance, Interview preparation, Job readiness / Job search guidance, and Commissioner Approved Training / Training Benefits program guidance.
- **Determine eligibility for Workforce & Worker Retraining programs & funding.**

Your Job & Career Connections Open to students and community for self-directed services
FS (Fort Steilacoom) check in at the Welcome Center, Cascade bldg. 3rd fl.
PY (Puyallup) check in at the Student Success Center, Gaspard Administration bldg., A106

Staff are available for students, staff, and community member from 8am-11am for walk-ins or afternoon appointments as available. See the Workforce staff directory on the attached page. Call 253-964-6265, or visit us at www.pierce.ctc.edu/dist/workforce/ Summer Hours (June 19th – September 1st) Monday – Thursday 8-5, Friday 8-12

USEFUL LINKS:

- Funding Eligibility www.startnextquarter.org/
- Jobs & Internships www.myinterfase.com/pierce_ctc/student
- Pierce College Job & Career Connections Facebook:
<https://www.facebook.com/groups/1151589171538211/>

For more information, visit Job & Career Connections in the Cascade Building at Ft. Steilacoom or Student Success Center at Puyallup for help preparing for your career pathway

Workforce Staff Directory

Diana Baker, Job & Career

Connections/Worker Retraining Manager

dbaker@pierce.ctc.edu

253-912-3641 *Available Monday, Tuesday, Wednesday, & Friday at FS, Thursday at PY

Jeanette Miller, Basic Food Employment & Training (BFET)/WorkFirst Manager

jmiller@pierce.ctc.edu 253-912-3740

*Available Monday - Friday at FS

Alexis Burris, Educational Opportunity Center Collocated Staff aburris@pierce.ctc.edu

253-964-6682 or work cell 253-722-3429

*Available Tuesday – Friday at FS, Mon. at PY

Annette Sawyer-Sisseck, Business/Accounting Navigator asawyer-sisseck@pierce.ctc.edu

253-864-3362 **Available Tuesday & Thursday at PY (C190H/J/F), Wednesday at FS

Brandy Ferber-Christensen, CIS/CNE

Navigator bferber@pierce.ctc.edu 253-864-

3193 **Available Monday - Thursday at PY

(T-TH C190F)

Brittany Crabtree, Basic Food Employment & Training (BFET)/WorkFirst Coordinator

bcrabtree@pierce.ctc.edu 253-912-3617

*Available Monday at PY

Denise Green, Workforce Coordinator

dgreen@pierce.ctc.edu 253-864-3385

*Available Tuesday, Wednesday & Friday at PY

Gunnar Jaeck, Basic Food Employment & Training (BFET) Coordinator

gjaeck@pierce.ctc.edu 253-912-2399 ext. 5770

*Available Monday – Thursday at FS

Jayna Pettersen, Criminal Justice & Social Service Mental Health Navigator

jpettersen@pierce.ctc.edu 253-912-3617

**Available Monday, Tuesday, Thursday, &

Friday at FS (M/TH CJ Office, C387),

Wednesday at PY

Roxanne Cassidy, Puyallup Opportunity

Grant Coordinator rcassidy@pierce.ctc.edu

253-840-8329 *Available Tuesday – Thursday

at PY

Sandy Mondragon, WorkFirst Coordinator

smondragon@pierce.ctc.edu

253-912-2399 ext. 5385 *Available Tuesday,

Wednesday, & Friday at FS, Thursday at PY

WorkSource Collocated staff 253-964-6798

*Available Tuesday at PY, Wednesday/Thursday at FS.

**Navigators are not always in the Welcome Center or Student Success Center. On those days hours of availability may differ.

MyInterfase - Free On-Line Job Search/Posting Site

MyInterfase is an on-line job search and posting database that links registered users to a database of approved job opportunities in the area. It's free and benefits student and community job seekers, employers, and Pierce College faculty and staff! MyInterfase is not only used by Pierce College Job & Career Connections, but a regional consortium of colleges. Opportunities include fulltime, part time, temporary/seasonal, volunteer, Work-Study and internships.

Job Seekers can:

- Upload and manage multiple resumes and other documents. All resumes are reviewed for approval. Students who allow employer view may have their resume sent to employers if requested.
- Search and apply for jobs, internships, and work study.
- Create job agents and saved searches.
- Receive an email when new jobs are posted that match their criteria.
- Sign up for career events and view registered employers.

Employers/Departments can:

- Post jobs, internships, and Work Study positions.
- Register for career events.
- Request resumes.

Faculty can:

- View employers and job postings.
- Review career events and registered employers.
- Connect with their advisee's.
- Contact Job & Career Connections for login.

Employers, including Pierce College Departments, list their Work-Study positions on MyInterfase. Students awarded Work-Study through financial aid can search for Work-Study open positions.

How do I access MyInterfase?

Students go to www.myinterfase.com/pierce_ctc/student to register for and access the database.

Off campus employers who want a wider pool of applicants will go to www.collegestudents4hire.com.

Pierce College departments recruiting for students, go to www.myinterfase.com/pierce_ctc/employer.

For both employers and job seekers, the first time you access MyInterfase and create a profile or upload your resume, staff in Job & Career Connections will review your request, and if approved, grant you access.

MyInterfase Facts:

- Over 7,200 registered employers
- Nearly 25,000 jobs have been posted
- Over 400 employer resume requests have been received
- Open to students, alumni, and community members

For questions on MyInterfase call Diana Baker, Job & Career Connections Manager at 253-912-3641, or stop in the Job & Career Connections at either campus.