

YOUR JOB & CAREER CONNECTIONS

We are your Career Center, open to students, staff, faculty, and community for self-directed services
FS (Fort Steilacoom) Welcome Center, Cascade bldg. 3rd fl., M-TH 8-5 & F 8-3.
PY (Puyallup) Student Success Center, Gaspard Administration bldg., A106, M-TH 8-5 & F 8-3.

How can the Pierce College Career Center help me?

Job & Career Connections offers a variety of self-directed and staff-assisted resources that can be accessed throughout an individual's career pathway. Below is a list of resources and activities available to you!

Career Exploration: Discover the many occupations and options that align with your career pathway. This could be done using a combination of career exploration assessments through tools like *WOIS*, *CareerBridge*, *Career Cruising*, or a deeper career assessment with a Faculty Counselor. Review labor market information using *CareerOneStop*, *WorkSource Washington*, and *Employment Security*. Talk with Job & Career Connections staff about educational programs that align with your pathway.

Resume & Cover Letter Assistance: Work with us to start or refine your resume, review the various resume styles, or work on your resume using the resume examples binder and computers in the Job & Career Connections area. A professional resume usually goes through multiple revisions and most professionals have multiple versions of their resume.

Work Study & Internships: Students needing to complete an internship for their program can work with staff to identify possible employers and review current internship postings. Work study eligible students can also work with staff to learn about the different types of work study, review on and off campus postings, discover how an employer may be eligible for work study, and apply for work study positions online.

Interview Skills: Whether for admission into a university or program, or for an internship, work study, temporary or permanent position, it is important to know what to expect during an interview and how to prepare. Staff can walk you through the various interview scenarios, common interview questions, and strategies for success.

WorkSource: Collocated staff provide one on one services such as: reviewing job readiness, identifying and addressing employment barriers, directing job seekers to appropriate internal and external resources and services. They provide career and employment guidance, resume and interviewing assistance, labor market information, and ongoing engagement.

WorkSource staff offer specialized knowledge to assist students receiving unemployment, through the Training Benefits and Commissioner Approved Training application process, and answer questions relating to Employment Security Department (ESD) agency programs and services.

Career Events: Throughout the year, special events are hosted including the Employment & Education Fairs, employer of the month tables, and career workshops on various topics like navigating a job fair, resumes, and more. Events are posted online through the Job & Career Connections Facebook page, MyInterfase Job Search System, and around the college campus. We also partner with CWU Career Services to share upcoming events open to all students.

Job & Career Connections is in the Cascade Building at Pierce College Ft. Steilacoom & the Student Success Center at Pierce College Puyallup. Staff are available 8-11 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/

Funding Eligibility: www.startnextquarter.org/

Jobs & Internships: www.myinterfase.com/pierce_ctc/student

Pierce College Job & Career Connections Facebook: www.facebook.com/groups/1151589171538211/

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, Monday 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 C190B)

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 253-912-2324 **Available Monday, Tuesday & Thursday at FS (M/TH CJ Office, C387), Wednesday & Friday 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
253-912-3617 *Available Tuesday, Wednesday, & Friday at FS, Thursday at PY

WorkSource Collocated staff 253-964-6798 *Available Tuesday at PY, Wednesday/Thursday at FS.

*Students, staff, or community members needing assistance can meet with staff on the days they are available at the campus indicated, generally: **8am-11am for walk-ins or afternoons by appointment.**

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

Four new programs approved for Opportunity Grant!

Recently Pierce College has gained approval to add the following programs to the list of approved programs: Digital Design, Database Management, Project Management, and Social Service Mental Health. This has allowed us to serve a much greater number of students.

Opportunity Grant is a special program that can fund up to 45 credits of tuition and/or books for students who meet the eligibility criteria.

To qualify, a student MUST:

1. Be coded by the college as a Washington State resident
2. Be enrolled in one of the Professional/Technical programs that is approved for Opportunity Grant
3. Apply for FAFSA
4. Be a low income student per FAFSA
5. Maintain a minimum 2.0 cumulative GPA
6. Not yet completed 90 college credits.

For a full list of programs approved for Opportunity Grant, students are encouraged to review the Opportunity Grant web page at <http://www.pierce.ctc.edu/scholarships-oppgrant>. If you think that you may be eligible for Opportunity Grant, please contact the Opportunity Grant Coordinator at your campus.

Puyallup Campus: Roxanne Cassidy 253-840-8329
Fort Steilacoom Campus: Carol Hill 253-964-6577

Employers are searching for you!

Job & Career Connections frequently receives requests for resumes. Job Seekers can upload their resume into our job posting system and choose to have it viewable by employers. If an employer submits a request for resumes, and your resume matches their criteria, we can send them your resume. An individual may also be able to send their resume through the job posting system to employers who allow online submittals.

Resume marked as needs revision? Each resume submitted online is reviewed by Job & Career Connections staff before going live. If your resume is flagged for needing revision, it is because staff saw something that needs attention such as spelling errors, formatting errors, missing content, etc. Individuals can meet with staff to have their resume reviewed or can update their resume and resubmit for review again.

Did you know? Employers spend on average 5-7 seconds to make a decision on your resume! It's important to grab their attention quick! If you put a photo on your resume, the chances of it getting discarded are up to 88%!