

YOUR JOB & CAREER CONNECTIONS

We are your Career Center, open to students, alumni, staff, faculty, and community for staff assisted and self-directed services. Visit us at:

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.

Summer Hours: June 24th - August 30th, Monday – Thursday 8-5 and Friday 8-12.
(Pierce College closes at noon on Friday during the summer)

New Resources at Pierce: Financial Counselor and iGrad

In our Spring Edition 2 of the Job & Career Connections Newsletter, we introduced you to "Accessing Your Financial Aid Portal," for you to find out how to navigate the portal and find answers to your "Financial Aid" questions. This month we have more fantastic news to share with you in this Summer Edition-2019 introducing two new resources.

Pierce College has a Financial Counselor, Steven Banks who will be available to students beginning in the Fall quarter. You'll be able to find Steven in the Financial Aid office (next to Veterans Services office) at Pierce College Fort Steilacoom and you can contact him at SBanks@pierce.ctc.edu. Steven is a resource that will be providing "One-on-One" financial coaching focusing on budgeting, financial goal setting, credit, debt reduction, and savings strategies.

There will be financial literacy "Workshops" offered as well... which will cover strategies for creating and sticking with a spending plan (Strategic Spending) , credit card use, understanding credit reports and scores, banking services, and more. Schedules and locations for one-on-one meetings, walk-ins, and workshops, at the Pierce Steilacoom/Puyallup campuses will be determined shortly and announced here and in the Financial Aid Newsletter!

Wait, there is more great news! Pierce College District has partnered with an awesome resource to help you navigate your way through your current money matters and your future financial wellbeing! **iGrad** is the new portal to help you find answers to your burning money questions. What follows are just some of the many topics available!

iGrad Topics

- Managing Dept
- Spending Less
- Saving Goals...and more!

Paying for School

- Types of Aid
- Apply for Aid (FAFSA)
- Grants & Scholarships Search
- Smart Borrowing

Finding a Career

- Job Search
- Resume & Cover Letters
- Internships
- Interviews
- Extra Income

You can find and sign up for **iGrad** by clicking [here](#), or by typing this link in your browser:
<https://www.pierce.ctc.edu/financial-aid-wellness>.

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 - Friday at FS

Sarah Hoaglin, WorkFirst Interim Manger
shoaqlin@pierce.ctc.edu 253-912-3617
*Available Monday and Tuesday (location varies)

Adriana Tsapralis, Basic Food Employment & Training (BFET) Interim Manager
atsapralis@pierce.ctc.edu 253-912-3617
*Available Monday & Friday at FS, Tuesday at PY

EOC/MDC Collocated Staff, Educational Opportunity Center (EOC) Collocated Staff
253-964-6682 or work cell 253-722-3429
*Call for availability

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

Denise Green, Workforce Coordinator
dgreen@pierce.ctc.edu 253-864-3385
*Available Tuesday - Friday at PY

DSHS Collocated Staff 253-912-2399 ext. 5895
*Available Tuesday at FS, Thursday at PY

Mary Allason, Social Service Mental Health Navigator
mallason@pierce.ctc.edu 253-912-2399 ext. 5884 **Available Wednesday – Friday at FS (W & TH in C381)

Roxanne Cassidy, Puyallup Opportunity Grant/HEET Coordinator
rcassidy@pierce.ctc.edu 253-840-8329
*Available Tuesday – Thursday at PY

WorkSource Collocated staff 253-964-6798
*Currently not available

Workforce partner Carol Hill, Ft. Steilacoom Opportunity Grant Coordinator
chill@pierce.ctc.edu 253-964-6577
**Available Monday-Friday at FS

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

**Call Navigators and Workforce partners for their hours of availability. Navigators are not always in the Welcome Center or Student Success Center. On those days hours of availability may differ.

WORD UP!

Have you ever been to a restaurant, knowing what you want, so you scan through the menu until you see the menu item describing exactly what you wanted? Bingo! I wanted a Double Bacon Burger and they have a Double Bacon Burger. Now if they titled it, *Two Times the Fun*, you may have found it *if* you took the time to read *every* description, or you may have missed it and chosen something else. It is the same with your resume.

Using key words grabs the employer's attention right away because they see what they are looking for whether consciously or subconsciously. You may have the skills and experience they need, but if they are not able to recognize it quickly, you may get over-looked. On average, employers spend **5-7 seconds** on your resume to decide if they want to continue with your application or not.

So what key words do you use? Take a look at the job posting. Notice what is listed first regarding work to be performed and at the top of their qualifications. Note the description words they use such as clients versus customers or performed versus conducted. Instead of saying you have computer skills, list out the programs in the job description that you are skilled in using. Be specific to their needs on the job posting, but don't just copy and paste the description.

In cases where you think they may be using a computer scanning system to pre-screen resumes, it can be helpful to write out acronyms and then put the acronym in parenthesis. Also, write out the year in full in case they are looking for someone with recent experience.

If possible, have your resume reviewed by someone familiar with the industry or career pathway. Job & Career Connections is available to review your resume and give feedback.

New Student/Fall Checklist

New Student Steps: <http://www.pierce.ctc.edu/get-started>

Program Choices: <http://www.pierce.ctc.edu/programs-a-z>

Career Roadmaps: <http://www.pierce.ctc.edu/career-roadmaps>

Maps/Virtual Tours: <http://www.pierce.ctc.edu/maps>

Financial Aid: <http://www.pierce.ctc.edu/financial-aid>

Workforce Funding: <https://www.startnextquarter.org/>

VA Funding: <http://www.pierce.ctc.edu/veterans-benefits>

Calendars: <http://www.pierce.ctc.edu/calendar>

Textbooks & Supplies: <http://www.pierce.ctc.edu/bookstores>