

## YOUR JOB & CAREER CONNECTIONS

We are your Career Center, open to students, alumni, staff, faculty, and community for staff assisted and self-directed services. We are currently serving individuals remotely and in limited capacity at Fort Steilacoom and Puyallup. We continue to be available by email or phone. Contact information can be found in our Staff Directory on the next page.

### SBCTC Student Emergency Assistance is BACK!

Starting January 24<sup>th</sup>, students can begin submitting their requests.

Funding is available through Student Emergency Assistance. Pierce College students must submit a request AND have a short intake conversation. Funds are limited! These funds are separate from CARES ACT funding.

**Who is Eligible?** Pierce College students currently enrolled in winter term. **If you received SBCTC Student Emergency Assistance funding in Fall 2021 you are not eligible to receive it again in Winter 2022.**

**What can the grant help with?** Funding for expenses (not including tuition) such as transportation, housing, childcare, etc.

**Where can I submit my request?**

- Look for details in the Special edition of the Job & Career Connections Newsletter coming soon
- Canvas announcement
- On the [Job and Career Connections](#) webpage while available

### Remodeled Puyallup Student Success Center is now Open!

Find the Workforce department and our partners in the newly remodeled Student Success Center at the Puyallup Campus, Gaspard Administration Building, room 106. We now have limited in person availability Monday – Friday 8-11 for walk-in or afternoon by appointment.

The Workforce programs we have:

- **BFET (Basic Food Employment & Training)** Supports students receiving SNAP benefits who are enrolled in transitional education, a certificate program, or certain associate degree programs.
- **Job and Career Connections** is Pierce College's Career Center. It supports all students, alumni, staff, faculty, and community members who may be looking for work, including fulltime, part time, work study, internship, or volunteer opportunities. We also help with job search resources, career exploration, or a resume or cover letter review among other support services.
- **Opportunity Grant** Supports students who are Washington residents, considered low-income (per FAFSA/WASFA), and are enrolled in an approved professional/technical programs.
- **WorkFirst** Supports students who are parents of young children, receiving TANF (Cash Assistance), and are enrolled in an approved professional/technical program.
- **Worker Retraining** Supports students who currently receive or have received unemployment benefits in the past 48 months, about to or have separated from the military in the past 48 months, are a displaced homemaker, or meet other eligibility requirements and are enrolled in a professional/technical program.
- **Workforce Partner: Metropolitan Development Council (MDC)** Co-located staff provide education support and assistance for any student or community member with FAFSA/WASFA application, College/University application and admissions (including fees\*), referral(s) to MDC programs and community resources, career path exploration (Virtual Job Shadow), scholarships, student loans and loan defaults, GED testing and study material expenses\*, and financial literacy. (\*dependent upon TRIO-EOC grant income guidelines)

## Workforce Staff Directory

**Diana Baker**, Job & Career  
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**FS (Fort Steilacoom)** Welcome Center,  
Cascade bldg. 3<sup>rd</sup> fl.

**PY (Puyallup)** Student Success Center,  
Gaspard bldg., ADM 106

**Hours:** In-person service available in  
limited capacity Mon – Fri, 8am-11am  
for walk-ins and afternoons by  
appointment.

**Have a question?** Email us at  
[JCC@pierce.ctc.edu](mailto:JCC@pierce.ctc.edu)

## Finding an Internship

An internship, volunteer, service learning, or job-shadow experience can be a valuable way to learn about a career pathway, gain hands-on experience, and build your professional resume and network. For many, an internship is a requirement for their degree or certificate. Others may choose to participate simply for the experience. Whichever cause drives you, there are several points you may want to consider.

**TIMING:** When do you want or need to complete an internship? It can take several weeks or longer to find and secure. We recommend starting your search a term ahead of when you would like to start your internship to ensure enough time to apply, have it approved by your advisor, and complete necessary paperwork.

**OUTCOMES:** What do you want to garner from this opportunity? Your faculty advisor should go over the requirements for your program but also the learning objectives. Are there specific processes you want to learn more about or try? Software to see in action? Skills to improve? An internship is meant for you to try out NEW things, not an extension of what you are already proficient at doing.

**COMMITMENT:** Each department has minimum hours or credits that must be completed. However, your site may ask for a different commitment length. It is important that you discuss with your advisor and the site to make sure the length of commitment works for both parties and for you.

**FIT:** An internship is more than just a requirement. Consider the type of working environment you thrive best in and/or may fit your needs. Is there a niche you have identified already or are you exploring? What characteristics of a supervisor do you desire? Think of an internship as you would a job as they are just as important in shaping your career pathway.

**FINDING IT:** Check with your advisor for any recommendation and use your professional network. While many companies may not be able to pay you or even have an internship posted, you may choose to contact them professionally to see if they would be open to an internship, volunteer, or job-shadow. Online: <https://www.pierce.ctc.edu/workforce-connections> , [www.volunteermatch.org](http://www.volunteermatch.org), [www.internships.com](http://www.internships.com), or [www.linkedin.com](http://www.linkedin.com)

**FUNDING IT:** Internships may be paid, for credit, or both. Students with Work Study on their financial aid award may be able to use that award to create a paid internship. Some employers may offer an hourly wage or stipend. Paid internships are often competitive so be prepared with a professional resume, cover letter, and interview practice.

Remember, Job & Career Connections staff can help with creating a professional resume and cover letter, interview preparation, internship search resources, and more!

**Funding Eligibility: Start Next Quarter** [www.startnextquarter.org](http://www.startnextquarter.org), is a quick survey that identifies possible funding sources for degrees or certificates.

**Jobs, Work Study, & Internships:** [PC Job Connect](#)

**Pierce College Job & Career Connections Facebook:**  
[www.facebook.com/groups/1151589171538211/](http://www.facebook.com/groups/1151589171538211/)