

## 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 person at Fort Steilacoom and Puyallup. We are available by email or phone. Staff Directory information located on the next page.

### How Can the Pierce College Career Center Help?

Job & Career Connections offers a variety of self-directed and staff-assisted resources including:

- **Career Exploration:** Discover the many occupations and options that align with your career pathway. You can use a combination of online career exploration assessments through tools like *WOIS Career Planner and CareerBridge*, or career assessments completed with Faculty Counselor Advisers or MDC staff. Review labor market information using *Employment Security or CareerOneStop*. Job & Career Connections staff are available to assist you with exploration of educational programs that may align with your pathway, skills, and abilities.
- **Resume & Cover Letter Assistance:** Work with us to start your resume or cover letter, review the various resume styles, or receive feedback on your current resume or cover letter. Did you know that you only have on average 5-7 seconds to grab the reader's attention on your resume? Job & Career Connections staff can help you make that strong first impression. Are your social media accounts, voicemail, and email employer ready? According to LinkedIn, 76% of resumes are rejected because of an unprofessional email address.
- **Work Study & Internships:** Students needing to complete an internship for their program work with staff to identify possible employers and review current internship postings. Work study eligible students work with staff to learn about the different types of work study, review on and off campus postings, and apply for work study positions through the Job and Career Connections online job board found on the Pierce College Website at <https://www.pierce.ctc.edu/workforce-connections>.
- **Job Search:** Staff can show you how to use online job search tools and talk about strategies for finding jobs, internships, and volunteer opportunities using online resources, networking, job fairs, and social media. Need to practice your elevator pitch? We can help with that too. Did you know that most employers check out an applicant's social media prior to an interview or job offer? We can give suggestions on how to be employer ready.
- **Interview Skills:** Staff will walk you through the various interview scenarios, including remote interviewing, common interview questions, how to prepare, and strategies for success. In-person, phone, and online mock interviews are available. There are many reasons an interview may not go well. Job & Career Connections staff can go over some of the common mistakes job applicants make and ways to avoid making them.

Have a specific question or concern? Contact us via email, call us, or stop by during walk-in hours.

### Employer of the Day at Fort Steilacoom!

ChildCare Careers will be on campus on November 28th from 9am to 1pm outside Job & Career Connections, 3rd floor Cascade Building. Stop by to learn about employment opportunities as Teaching Aides, Assistant Teachers, and other opportunities in early childhood facilities.

### Handshake Events

Students can access a wide variety of events through Handshake including job fairs, information sessions, networking events, conferences, employer information, and more! Most of these are offered online and are an excellent way to explore career pathways, find a job or internships, make connections, and build your portfolio! <https://pierce.joinhandshake.com>

## Workforce Staff Directory

### Diana Baker

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Opportunity Grant Coordinator  
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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 and remote  
service available Monday – Friday,  
8am-11am for walk-ins and  
afternoons by appointment.

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

## DSHS Staff on Campus to Assist Students

Staff from DSHS (Department of Social and Health Services) will be on campus Wednesdays between 8:45 and 11am at Fort Steilacoom to assist Pierce College Students with DSHS applications and reviews for food and/or cash programs. Check in Wednesday morning during walk-in time at the Welcome Desk (Cascade Building 3<sup>rd</sup> floor).

### DSHS staff can assist students with:

- Determining eligibility or re-eligibility for cash and/or food benefits (TANF/SNAP/EBT).
- Print out approval, denial, and recertification letters.
- Answer questions regarding benefits or available services.
- Determine accurate benefits and continued program eligibility.
- Process Pathway Development tools (PDT).
- Engage clients in WorkFirst activities.
- Add/Update component and printout Individual Responsibility Plan (IRP)

### What students can bring with them to help determine eligibility:

- Provide proof of financial aid.
- If working, provide proof of work such as pay stubs, employment verification form, or employer's phone number.
- If no longer working or recently stopped working, provide a termination/exit letter, stop work form, or employer's phone number.
- Documentation of receiving child support from outside the State of Washington or documentation of none-direct child support.
- If active with DSHS and rent/mortgage has increase more than \$100 provide verification such as: landlord statement, lease agreement, rent/mortgage payment receipt or landlord's phone number.

## Receiving SNAP or TANF? Workforce can Help!

Pierce College **BFET (Basic Food Employment & Training)** supports students receiving SNAP benefits who are enrolled in a degree or certificate from Pierce College (excluding Pierce College Bachelor degrees) or transitional education.

Pierce College **WorkFirst** supports students who are parents of young children, receiving TANF (Cash Assistance), and are enrolled in approved professional/technical programs or transitional education.

To learn more about how these programs can support you, visit [www.pierce.ctc.edu/workforce](http://www.pierce.ctc.edu/workforce).

## Your Career Center is Open During Winter Break!

Job & Career Connections is open when the college is open! The college will be closed December 21-26 and January 1.

**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:** [c](#)

**Need Help?**  Find campus and community resource: [Pierce Advocacy and Resource Connections \(PARC\)](#)