

Career Services

(Level One: Referral Skills and Identifying and Using Resources)

- **Summary:** This department provides a variety of services including Resume Writing Workshops, Student Employment, Job Fairs, and more. I want my tutors to know about this resource for their own well-being, as well as to understand how and when to refer students to this office.
- **When Covered:** February
- **Amount of Time:** 60 minutes
- **Desired Outcomes:**
 - Understand purpose and services offered through JJC Career Services so as to refer tutees looking for employment and other employment-related needs
 - Become more aware of what occupations are available to graduates of particular majors
 - Create a updated resume to be proofread by Career Services staff
- **Materials Required:**
 - *Career Services Worksheet* – one per tutor
 - *ASC Tutor Training Evaluation* – one copy per tutor
- **Presenter Preparation Required:**
 - Contact Career Services to check availability of speaker.
 - Reserve a room through the Academic Skills Center secretary at least one month prior to presentation; ensure that this room has a computer, projector, and screen.
 - Gather materials and photocopy necessary documents.
 - Update the Angel website with these materials.
- **Activities:**
 - After the session, tutors are to accomplish the following tasks:
 1. Visit the Career Services webpage and write down 3-5 occupations they could pursue with their current major.
 2. Draft an updated copy of a resume which includes Academic Skills Center job information. Allow Career Services staff to critique the draft. Make corrections and submit corrected resume to Stephanie Braun.
- **Training Modes Used:**
 - Assessment with Special Tutor Project: Creation of an updated resume to be critiqued by Career Services
 - Face-to-face discussion
 - Website
 - Workshop Instruction: Presentation Led by Career Services Staff Member