



### Phone, Fax, Computer Use

Students may use the Career Services phone to call about local jobs, use our fax machine to send resumes, and use a computer to type resumes and search for jobs.

### Work Study

For those students who qualify for work study, come to Career Services to find employment opportunities both on and off campus during the academic year and summers.



### Career Services at The James Kerney Campus

In addition to the 11 services highlighted in this brochure, the Kerney campus also has Workforce New Jersey, which provides free placement services to the community, including MCCC students and alumni.

### How Do I Make an Appointment or Obtain Additional Information?

Career Services and Workforce New Jersey may be reached by telephone, fax and e-mail; or visit us on the Internet at [http://www.mccc.edu/student\\_services\\_counseling\\_career.shtml](http://www.mccc.edu/student_services_counseling_career.shtml)

### West Windsor Campus Career Services (SC229)

Telephone: 609-570-3397  
Fax: 609-570-3880  
E-mail: [careers@mccc.edu](mailto:careers@mccc.edu)

### James Kerney Campus Career Services (CC143)

Telephone: 609-570-3170  
Fax: 609-570-3105  
E-mail: [rse@mccc.edu](mailto:rse@mccc.edu)

### Workforce New Jersey (CC143)

Telephone: 609-570-3170  
Fax: 609-570-3105

The offices of Career Services and Workforce New Jersey accept job listings only from employers who comply with applicable Federal and State laws prohibiting discrimination.



Office of Student and Academic Services

# Career Services

Offered free to all MCCC students and alumni



West Windsor Campus - room SC229  
Kerney Campus - room CC143



# What services do you offer?

## Career Counseling

To help answer:

- How do I choose a college major?
- What career is right for me?
- How do I learn about careers?
- How do I change careers?

Choosing a career or a college major is a three step process:

### 1. Self Assessment – Know Yourself

- Make an appointment with a career counselor to talk over your ideas.
- Find out what your values, interests and skills are.
- Take assessments in the Career Services office:
  - Self Directed Search
  - Strong Interest Inventory
  - Myers Briggs (Personality) Type Indicator
- See Career Services website for free self assessments; for example:
  - SIGI PLUS – a computer-based career planning program that will help you do self-assessment and give career options accessed through Career Services website, [http://www.mccc.edu/student\\_services\\_counseling\\_career.shtml](http://www.mccc.edu/student_services_counseling_career.shtml)

### 2. Career Exploration

- Speak to a career counselor.
- Research career fields on the Internet. using the career services website. Try these:
  - SIGI 3
  - Workforce New Jersey
- Talk to people who work in your field of interest.
- Do volunteer work in areas that interest you.
- Get a part-time job in a career that you want to know more about.

### 3. Deciding and Taking Action

- Evaluate the information you researched and identify all possible alternatives.
- Choose a field(s) that best matches your values, interests, skills and life situation.
- Look into schools and colleges that have the appropriate majors.
- Make an appointment with a career counselor to discuss your ideas.

### Resume and Cover Letter Writing

When you are ready to look for a job, make an appointment with a career counselor for help in writing a resume that is right for you.

Also, the Career Services office has several books which will help with resumes and cover letters.

### Job Listings

Career Services lists part-time and full-time jobs in our office and on bulletin boards in the LA and ET buildings (West Windsor campus).

In addition Career Services offers College Central Network, a web-based service which gives MCCC students and alumni access to job postings from local area employers. Participants can send resumes directly to employers. Access to College Central Network is through this website: [www.collegecentral.com/mccc](http://www.collegecentral.com/mccc). Contact Career Services for the site password.



### Internship Opportunities

Come see a career counselor and check our job listing boards for internship opportunities.

Some internships are paid, others offer college credit, all offer hands-on experience related to your major in the real world.

### Job Search Assistance

We offer help in:

- Interview coaching
- Networking methods
- Salary negotiation
- Job search strategies
- Hidden job market ideas
- Business etiquette

### Career-Related Workshops

The Career Services office gives in-class and college-wide workshops on such topics as:

- Resumes and Cover Letters
- Interviewing
- Job Search Strategies
- What Can I Do With a Major In .....?
- How to Choose a College Major

### Job Fairs

Throughout the academic year, Career Services holds industry job fairs for specific majors, where students can meet local employers and learn about job opportunities.

### On-Campus Employer Recruitment

Find out about openings for jobs available from area employers who visit the Student Center during the academic year.

### Career Services Library

Career-related books and videos are available for viewing in the Career Services office (SC229).

We also have lists of local employers and association directories.