



Bronx Community College Career Development Office

Career Innovations

A newsletter focusing on the issues, trends, and current happenings in the field of Career Development for the community of Bronx Community College”

September 2006

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Message From the Director: Melba Olmeda-Amaro

Dear BCC students and the College Community,

The future job market looks good for community college students. According to the Bureau of Labor Statistics (BLS), the projected growth of jobs requiring an associate degree from the year 2000 to 2010 is projected to grow by 32 percent.

In general, the job market for community college students looks good. Employers have told us that they are very positive about their hiring plans for this year’s graduates. They report that they’re seeing more competition for the best new graduates, and that starting salaries have risen to entice potential employees.

However, the current job market is tight and probably will remain so as you begin your search for employment after graduation. But studies show that college graduates secure employment within seven month after receiving their degree. Stay positive, consider temporary employment, network, and keep your skills polished and knowledge up-to-date.

Be proactive: Whether you are a first year college student in need of career planning, or a candidate for graduation looking for an internship or employment, you can increase your chances of reaching your goals by coming to the Career Development Office.

You will find a staff of courteous and professional staff members and student aides who will provide you with guidance, expert career and employment counseling, and introduce you to a variety of career and job search resources. To name a few, students can use our on-line **VAULT Program** to research jobs in demand, as well as companies and careers related to their major. They can also practice their job interviewing skills using our interactive software program **The Virtual Job Interview**.

We will continue to keep our **college community** informed of career paths related to our academic programs in our new publications titled Career Snapshots and Career Innovations. We proudly feature **successful BCC students** who transition to the workplace through our **Cooperative Work Experience Program** on our bulletin boards and newsletter, as well as those who have been placed in jobs. Be sure to read the **Update**, for our schedule of weekly workshops, events and employers recruiting on our campus.

BCC Faculty and Staff: Thank you for partnering with us in fulfilling our commitment to our students, the college and CUNY.

Have a great year.

Melba Olmeda-Amaro



Read all about it!!! Mildeys Pons, BCC Student Success Story, and many other student success stories on the back this newsletter!



FALL 2006 CAREER DEVELOPMENT OFFICE WORKSHOPS!



To sign-up and for workshop dates and times, students must come to Loew Hall room 328!

“How to Write an Effective Resume and Cover Letter” workshop. Learn how to write an effective resume and cover Letter!

NEW “How to Effectively Network at a Career Fair” workshop. Learn how to effectively network at a Career Fair and make a lasting Impression! Highly recommended to prepare for career fairs and especially the BCC Career and Internship fair held annually!

NEW Hump Day Thursdays: “What Can I Do With A Major In?” This workshop series is designed specifically for students majoring in Liberal Arts. The majority of workshops focus on a different major, and the wide array of career possibilities open to graduates with that major! **(space limited)**

NEW “Interviewing and Follow-up After the Job Interview” workshop. Learn how to answer questions effectively and what questions you should avoid and ask an employer. How to prepare your references, dress to make a lasting impression and how to properly follow-up with an employer after the interview has ended is also discussed!

NEW “Graduating Students Career Focus and Planning” workshop. Are you ready to graduate? Do you have a clear career plan and portfolio ready? This workshop will help you to assess/finalize your career plans and portfolio early, and inform you of the “must have” career services that you should do to get ready for graduation! Learn how to successfully prepare for your career and help “bridge the gap” from being a student to a professional! **(space limited)**

NEW “Choices Planner and CareerZone” workshop. Students will have the opportunity to learn about Choices Planner, a computerized career assessment program that is used to research occupations related to their interests, skills, and abilities. Students will also have the opportunity to learn about CareerZone, an on-line software that is used to research occupations and career fields to learn about typical job responsibilities, skills, knowledge, interests, and education needed, job outlook for the future, salary, and additional resources! **(space limited)**

BE A MENTOR! Disability Mentoring Day, NYC Office for People With Disabilities

- ◆ **Job Shadowing and Hands On-Career Exploration! Wednesday, October 18th, 2006**
- ◆ **For more information, please go to the Office of Disability Services, in Loew Hall room 213 or dial 311! You may also log on to: www.nyc.gov/mopd for information!**

Celebrity Career Quote

Actress Lucille Ball from “I Love Lucy:” Knowing what you can not do is more important than knowing what you can do. In fact, that’s good taste

Handling and Answering Common Interview Questions

Some interview questions are asked often during interviews, so it is wise to prepare in advance to answer these questions as they most likely may come up during an interview.

Question: Tell me about a time when you faced a major obstacle at work.

This is a behavioral interview question focused on an event. In this case, the interviewer is interested in your ability to overcome a major hurdle. It is best to pick an example that illustrates a significant obstacle that best demonstrates how you work and that had a positive, tangible outcome. Obstacles might include business problems, a difficult objective, key people who stood in your way or lack of resources. Once you have your example, explain the steps you took.

Question: How do you deal with conflict?

Conflict is part of any workplace, and the reality is that you often can not get ahead or perform well in your job unless you can deal with conflict at a basic level. Do you avoid conflict or face it? Do you think it through, or are you emotional? Do you use constructive techniques to resolve the situation?

There are different forms of conflict of course: the everyday interpersonal sort, disagreements in direction or strategy, and conflict over resources. You should describe how you handle conflict at an appropriate level.

Question: Tell me about yourself.

By asking this question, the interviewer wants to see how you present yourself, but this is not an offer to recite what is on your resume.

This question, which is usually asked at the beginning of an interview, is an opportunity for you to state a summary of who you are professionally and why you are there. While there is no hard-and-fast rule as to how long it should be, it should last no more than a minute. If you are asked this question, use it to your advantage to establish momentum. Try to make a connection between your background, knowledge, and interests, and the job at hand; it will make you more compelling as a candidate.

Question: How would you describe your work style?

The interviewer is interested in hearing how you both understand and articulate how you work. However, there may be a requirement for someone highly organized, or the team may have a specific way of working, and the interviewer wants to see if you fit. Be specific in answering this question and back up your answer with a brief example.

For other common interview questions and how to effectively answer them, visit the Career Resource Library in the Career Development Office! You can also schedule a mock interview with a career services professional or view other resources in the office to better prepare you!

Stay tuned for the next issue of Career Innovations for additional questions!

Information courtesy of Monster Career News



Not all interview questions are the same and can be answered the same way! Prepare well in advance of the job interview to maximize your chances of acing the job interview! The Career Development Office has DVD's video's, printed materials, and a mock interview system to help you!



SAVE THE DATE:

**NYC Bilingual
Teacher**

Recruitment

Services

Informational

Presentation!

11.30.06

**Please come to
the office for more
information!**

Congratulations to the Following BCC Students!

Interns Get Jobs!

Thirteen students participated in the Spring 2006 Cooperative Work Experience Internship Program! *Kimberly Cartagena, Reina Espinoza, Brandon Henry, Elizabeth Hichez, Jonathan Hubbard, Michael King, Kellie Lewis, Jaime Menjivar, Nilda Rodriquez, Ingrid Rojas, Monique Taylor, Florida Tewelde, and Bernadette Williams!* These internships were performed in the computer science, human services, retail management, media/entertainment, and accounting fields.

Thirteen students were chosen to perform paid internships at Walt Disney World theme park in Orlando, Florida! *Alexis Alvarez, Marjorie Brito, Yanuharia Gil,, Erica Gonzalez, Tamara Hall, Arthur Longsworth, Danielle Milien, Jasmine Perez, Latoya Phillip, Tasha Vega, Shaniya Williams, Tawuanna Williams, and Sasha Winslow!*

Thirty additional students were placed in off-campus internships. These internships were both paid and non-paid and resulted in a number of students being offered full-time positions. To name a few, *Rosa Nunez*, after many interviews with no job offers, Rosa interned with Dr. Janet Gorkin and later was hired as an Office Clerk. *Darryl Stafford* interned at Adolescent and Family Comprehensive Services, Inc. Darryl's supervisor, Sophia Thompson, was so pleased with his work that he later was hired as a Case Manager. This lead to the hiring of two more BCC students. *Asia Edwards* attended several workshops on resume/cover letter writing, and received one-on-one counseling to help her overcome some of her anxieties. Asia interviewed with the Young Adult Institute and was hired as a Case Worker.

Bronx Community College Career Development Office

Loew Hall room 319/328



Melba Olmeda-Amaro, Director of the Career Development Office and Editor of the Career Innovations Newsletter and Career Snapshots!

Driada Vallieres, Career Development Coordinator, Writer of the Career Innovations Newsletter and Career Snapshots!

Betty LeCadre, CWE Placement Specialist **Wrenn Crowe**, CUNY Office Assistant

Richard Cruz, College Laboratory Technician **Kimberly Cartagena**, College Assistant

Office Hours: Monday-Thursday, 9:00AM-5:00PM Friday, 9:00AM-1:00PM

Telephone Number: (718) 289-5908/5912 Fax: (718) 289-6455 Evening Students: Please call the office if you need to see a career services professional after 5:00PM. All students should have a printed copy of their resume and saved on a disk, prior to seeing a career services professional. If you have never done a resume before, please come to the office for further assistance. Students are seen by appointment or on a walk-in basis.

Special points of interest:

The Career Development Office is offering a number of *new* workshops and services as well as, referrals for employment and internship positions! The Cooperative Work Experience Program allows students to gain valuable work experience prior to graduation. Students are also able to use *Choices Planner* and *CareerZone* to assess career choice and research in-depth, numerous career professions and industries! Students have access to a Career Resource Library with a wide range of resources on print, DVD, and video that target a variety of career development issues. A Computer Laboratory is located in Loew Hall room 332 to assist students in developing their career/job search correspondence!