

BRONX COMMUNITY COLLEGE CAREER DEVELOPMENT OFFICE

CAREER INNOVATIONS

VOLUME 3, ISSUE 9

APRIL/MAY 2007



BCC CAREER FAIR 2007

On March 29th, 2007, over 120 students and over 40 companies and organizations participated in the Annual Bronx Community College Career Fair, held in Colston Hall, Lower Level. Companies and organizations such as *Bank of America*, *digitalebiz*, the *National Puerto Rican Forum*, the *CUNY Institute for Software Design and Development (CISDD)*, *Mid-Bronx Council Services, Inc.*, *United States Secret Service*, and *On Assignment Lab Support* recruited students for internships, full-time, and part-time employment. A wide range of positions were offered to students such as: Personal Bankers, Counselors, LPNs, RNs, Marketing Representatives, Substitute Teachers, Managers, Administrative Assistants, Social Workers, and Information Technology Specialists.

Companies and organizations also engaged students in discussions of different careers and career paths students can consider for the future. *BCC Student Cheryl Suarez* was excited but a bit nervous about attending the fair. Once there, she stated she was glad she had attended it! She was able to gain an abundant amount of information on different companies and organizations, and explore different types of positions. By the end of the fair, Ms. Suarez had an interview locked in with a recruiter!

Employers got the chance to meet and speak with very qualified, professional, and enthusiastic students at BCC.

“The students were prepared and presented professionally. I was impressed with the quality of students. This was an extraordinary event and I look forward to participating in your next career fair” stated *Gail Brown*, a recruiter from *digitalebiz*, one of the many employers present there.

Throughout the many years of the fair, many students have been hired by companies and organizations such as Cablevision, Transit Transit News Magazine, the CUNY Institute for Software Design and Development, Beacon of Hope House/Catholic Charities, New York City Police and Fire Departments, and the Walt Disney World College Program. New companies and organizations recruiting students for the first time this year include *Federal Bureau of Investigation (FBI)*, *Metropolitan Correctional Center*, *New Line Cinema*, *Wachovia*, *Ann Taylor Loft*, *JP Morgan Chase*, and *City Year*. Throughout the fair, employers and students gave repeated accolades for how well the fair was structured, the opportunities and information it provided for students, and how well prepared students were as well as the hospitality of the Career Development Office.

For this year, the raffle was conducted by Wrenn Crowe, of the Career Development Office, and various employers won several prizes. One lucky recruiter won the grand prize of a candle set! In addition, employers and students got a chance to view a PowerPoint presentation depicting the successes of BCC students both in the classroom and throughout the campus.

Once again, the fair proved to be a tremendous success for the students and employers present there! (pictures below and on the next page)

(From the left: recruiters from Citigroup, Suffolk County Police Department, Cablevision, and the Walt Disney World College Program win prizes through the raffle)



(Top row, from the left: Students begin entering the fair, a student speaks to a recruiter from the Equal Employment Opportunity Commission, recruiters from JP Morgan Chase, students busy networking)



(Second row, from the left: The BCC Career Fair, a student networks for opportunities, two recruiters from Creative LifeStyles, the Power Point presentation during the fair)



(Third row, from the left: A recruiter from digitalebiz, students and recent alumni speak to recruiters and take advantage of the opportunities and information offered at the fair)



Special thanks to the staff: Career Development Office, Office of Student Development, Office of Enrollment Management, Student Government, Student Activities Office, Physical Plant Services, Duplicating/Audiovisual, IT, Office of College Relations, BCC Student Aides, and special thanks to all academic chairpersons and liaisons, Ms. Ford, from the POISED for Success Program, and Ms. Cohen, from the Displaced Homemaker Program, for your assistance in helping make the 2007 BCC Career Fair an incredible success!!!

DEPARTMENT OF EDUCATION ON-CAMPUS PRESENTATION!

The National Puerto Rican Forum, in partnership with the Department of Education, will be holding another on-campus information session on May 10th, 2007, from 12:00-1:30PM, in Roscoe Brown Student Center. Students will have an opportunity to learn about the New York State Certification process, paraprofessional and career paths, scholarships, credentials needed, and long-term opportunities! Students will also have the very rare opportunity of learning the process through an “insiders” perspective! Resumes will also be collected and assessed according to New York state certification guidelines!! All students must sign-up to attend this event in the Career Development Office, Loew Hall room 328 and have a finalized resume completed before May 8th, 2007.

APRIL AND MAY 2007 CAREER DEVELOPMENT WORKSHOPS!



- April 12th “Writing an Effective Resume and Cover Letter”
- April 17th “Interviewing Skills and Dressing for the Interview”
- April 24th “Using E-mail, Phone, and other Technology in the Interview Process” *New workshop!*
- April 26th “Completing Employment Applications” *New workshop!*
- May 3rd “Job Search Skills” *New workshop!*

All students must sign-up in Loew Hall room 328 to attend any of the workshops listed above. Workshops are limited to 15 students, per workshop, and sign-ups are on a first come, first serve basis. Please come to the office for more information!



DO NOT FORGET TO ATTEND.... The CUNY Big Apple Job Fair!
April 27th, 2007, 11:00AM-4:00PM at the Jacob K. Javits Center,
Manhattan. River Pavilion and Galleria (enter the Javits Center at 11th Avenue and 34th Street)

This fair is for 2007 CUNY degree program graduates and recent alumni and also featuring internship opportunities for CUNY students in degree programs!

ALL MAJORS-ALL DEGREE TYPES INVITED. *Persons with CUNY students, or seeking entry because they offer services or want to observe or speak with recruiters will not be admitted.*

Please log on to: www.cuny.edu/bigapple for updated information on employers, jobs and internship opportunities, and for more information! Professional attire is required.

All BCC students and recent alumni should have completed a “Job Search and Interviewing Preparation” workshop in addition to other requirements. Please come to the office for more information!

THE JOB SEEKERS BOARD

The listings below are a very small sample of the employment opportunities offered through The Career Development Office. For more information, please come by the office today!



Creative LifeStyles-Direct Care Workers and Residential Habilitation Counselors. Qualifications needed include: High School graduate or general equivalent degree, some experience is preferred in caring for the disabled, valid drivers license preferred for residential positions, must be English proficient and able to write daily progress notes, be able to physically lift, push, pull, sixty pounds without assistance, able to work various shifts and be able to be trained and administer SCIP (Strategic Crisis Intervention Prevention), CPR and First Aid, among other qualifications. Applicants must satisfy all required qualifications, and be prepared to complete an employment application providing the following in order to be considered for employment: previous employer information (address, telephone, and supervisor's name) and a resume. Incomplete applications will not be accepted.

New York Community Bank– Full-time/Part-time Tellers. Major responsibilities include receiving deposits, inspecting checks and coupons for acceptability, checking additions of deposit slips, posting transactions, providing a high quality of customer service, cross-selling bank service, balancing each day's transactions and verifying cash totals. Qualifications needed: one year experience handling cash, be a sales-oriented individual, outgoing, and professional. Good verbal, math, and written communication skills. High School diploma required. New York Community Bank offers a competitive salary and full-time benefits. If applying, please contact Jean Desvavines, Recruitment Specialist, fax number: (516) 683-8230, e-mail: jean.desvavines@mynycb.com. Department/Branch is the Queens County Savings Bank branches throughout Queens County. Branch hours: Monday-Thursday, 8:30AM-3:00PM, Friday, 8:30AM-8:00PM, and Saturday, 9:00AM-3:00PM.

Sarah Neuman Center for Healthcare and Rehabilitation– Interns needed! Many opportunities available and school/community services credit available. Opportunities exist working with residents in a medical clinic, working in the nursing unit, physical therapy, pharmacy, special events and MUCH MORE! Call (914) 864-5140 today to learn more about their year-round programs and internships! Sarah Neuman Center Volunteer Office, 845 Palmer Avenue, Mamaroneck, NY 10543



*The Career Development Office-
Empowering Students for Career
Success!*



**PLEASE VISIT OUR
WEB SITE AT:**

**WWW.BCC.CUNY.EDU/
CAREERDEVELOPMENTOFFICE/
CAREERDEVELOPMENTHOME.H
TM**

**Congratulations Melba Olmeda-
Amaro, former Director of the BCC
Career Development Office, on your
new position as the Director of Career
Development for Borough of Manhat-
tan Community College!**

Bronx Community College Career Development Office

**Driada Vallieres, Career Development Coordinator, Creator,
Writer, and Editor of Career Innovations and *Career Snapshots!***

Wrenn Crowe, Employment Specialist

Betty LeCadre, CWE Placement Specialist

Sean Rahman, CUNY Office Assistant

Arthur Quinones, College Laboratory Technician

Sabita Arjune, College Assistant

Marcia Massop, College Assistant

**The Career Development Office is located in Loew Hall room
319/328 and is open from Monday-Thursday, 9:00AM-5:00PM**

Telephone number: (718) 289-5908/5912

Fax number: (718) 289-6455

**Evening students must call the office if they need to speak with
a career services professional after 5:00PM**

**All matriculated BCC students and recent alumni are seen by
appointment or on a walk-in basis!**

CAREER DEVELOPMENT OFFICE RESOURCES



**Career Development
Office Computer
Laboratory, Loew
Hall room 332**

92 new downloadable guides and other career related information are available through the Vault Program! A VAULT Program on-line demonstration will be held on Thursday, May 3rd, 2007, 12:00-1:00PM! Please come by the office to sign-up to attend! Sign-ups are on a first come, first serve basis and the demonstration is limited to 20 students. New and updated undergraduate guides include the *Vault Career Guide to Nursing* and the *Vault Guide to Top Internships* (2007 updated edition).

A *Career Resources Library* is available offering resources in print, on DVD, and video which target a variety of career development issues. A *Computer Laboratory* is located in Loew Hall room 332 to assist students and recent alumni in developing their career/job search correspondence, job searches, and using computerized career assessment programs. The *Cooperative Work Experience Program* allows students the opportunity to gain valuable exposure, experience, and skills, in a career area, prior to graduation! Some opportunities are paid and can be performed for course credit.

Students are able to use *Choices Planner* and *CareerZone* to assess career choice and research in-depth, numerous career professions and industries! A variety of occupational profiles, based on the Occupational Outlook Handbook, are available. Aside from the job listings binder system, numerous postings for full-time, part-time, and seasonal employment as well as several internship listings are posted throughout the office bulletin boards.

The Career Development Office services BCC matriculated students as well as recent alumni only.