

The Office of
Career Development

THE JOURNEY TO
**YOUR CAREER
SUCCESS**



The Office of Career Development

The purpose of this office is to provide all Bronx Community College students with quality career building and services to prepare them for internships and employment in their fields of study. Students in need of immediate employment can receive assistance through our “Fast Track Jobs Checklist” program. To qualify for internships and jobs related to a major, students must complete the requirements of the “GOOD-TO-GO Checklist” program.

The goal of the Career Dev Team is to prepare students for the world of work through direct experience. The support and assistance of our office also includes:

- › **Self-assessments:** determine a major in line with your career interests and goals.
- › **Online Programs and Workshops:** resume and cover letter writing made easy.
- › **Big Interview:** an online system that teaches you, through practice, how to answer interview questions.
- › **On-Campus and Off-Campus Job Preparation Events:** designed to inform you about career expectations, creating targeted resumes, how to network in a specific career field, and more.
- › **Ongoing Recruitments:** incoming internships and job opportunities announced on Symplicity.

CONTACT US

Main Office

Snow Hall [SN] - First Floor

Phone Number

(718) 220-7546

Office Hours

Monday - Friday

9:00 a.m. - 5:00 p.m.

LATE HOURS

Mondays & Thursdays

9:00 a.m. - 7:00 p.m.

Freshmen - Discover and Plan (0-15 credits)

Do you have a career plan? Are you Good-to-Go?

Here's a road map that can guide your journey to accomplishing your 2-year college degree with experience in your major.

- Call or visit the **Office of Career Development** to schedule an appointment with your **Career Specialist** to develop a plan.
- Not sure about your **current major**? Learn how to use the self-assessment tools of **FOCUS 2** to determine a major. Through FOCUS 2, **discover the majors** and career options that best match your personality, interests, skills, and values.
- Meet with your Career Specialist to begin completing the **"Good-to-Go Checklist"** requirements to qualify for an internship and/or employment in your field of study.

What is a Career Specialist?

The Career Dev Team is composed of Career Specialists responsible for working with students from the start of enrollment until graduation and beyond. Each Career Specialist manages specific majors, thereby allowing them to develop and expertise with current knowledge and resources in their specialties. Students are encouraged to schedule an appointment to meet their career specialist and begin their journey to career success!

Reminder: The more experience you can acquire through volunteer work, internships or jobs related to your major, the more employable you'll be upon graduation.

Freshmen - Explore (16-30 credits)

Congratulations! You have finished your first semester in college. Now that you've learned a little more about yourself as a college student, it's time to move on to the exploration phase of your plan.

- Get involved** in a club, organization, the Student Government Association, and/or sports activities. Choose at least one to develop your **leadership skills**.
- Acquire further **computer skills** relevant to your major or career interests.
- Attend our **career preparatory workshops** (e.g., resume/cover letter writing, interviewing techniques, and job search strategies using the internet).
- Work with your Career Specialist to **build your resume** for academic and professional opportunities.
- Participate in a mock interview to **evaluate and practice** your interviewing skills.
- Schedule an appointment with your Career Specialist to discuss internship opportunities.

Now you are prepared to **gain experience** in a field related to your major through an **internship, volunteer work, federal work-study program, or employment**.

Sophomore - Plan (31-45 credits)

You are approaching graduation sooner than you think. It's not too early to plan the steps necessary to gain meaningful employment upon graduation or admission into a four-year college/university.

- Update your resume and continue attending career preparatory workshops.
- If **planning to transfer** to a four-year program after graduation, begin researching four-year colleges/universities and speak to the Transfer Specialist in Loew Hall.
- Meet with a Career Specialist to **plan your next step** after graduation: employment vs. attending a four-year college/university.
- Attend **career and employment preparatory workshops to complete your Good-to-Go Checklist** (e.g., Resume Writing, Workplace Success, Internship Orientation, Interviewing Skills and Big Interview).
- Attend a BCC Transfer Fair.
- Continue** to obtain **career-related experience** through additional internships, volunteer work or employment.
- Maintain** an **active** role in campus activities and organizations to continue **developing** your communication, networking, teamwork and leadership **skills**.

Your Last Semester!
Commit, Commit, Commit!
(46-60+ credits)

Be ready to make decisions about your career options. It's time to integrate your exploration, planning and knowledge acquired since your first semester. Make a commitment by taking the steps necessary to begin your career and/or further your education.

- Apply** for Graduation.
- Acquire more experience through volunteer work, internship, or employment
- Prepare the **tools** needed for the job search by updating your resume, cover letters, academic and/or professional references, portfolios, and professional attire.
- Create** a LinkedIn account to begin networking
- Design a **job search strategy plan**-how and where you will find job leads and career resources.
- Use our Career Lab to access **Symlicity, Vault**, and other resources to research and identify prospective employers and job opportunities.
- Attend** as many career fairs as you can, including BCC's industry based job/internship career fairs, and other employment events to access more job opportunities.
- Maintain a **job search/networking log** of employer information and positions of interest.

Reminder: BCC Alumni are entitled to services provided by the Office of Career Development.

Our Services

› **Career Exploration Counseling**

Receive individual career counseling sessions by appointment

› **Resume and Cover Letter Writing**

Guidance with resume and cover letter building tools

› **Interview Preparation**

Use Big Interview to perfect your interviewing skills

› **Dress for Success Resources**

Gain access to interview clothing for career fairs and job interviews

› **Online Career Self- Assessments**

Explore your skills, abilities & interests with self-directed on-line resources

› **Fast Track Job Opportunities**

Prepare and apply for entry level jobs in various industries

› **Internship & Employment Opportunities**

Identify major-related internship and employment opportunities

› **Career and Internship Fairs**

Attend events that can lead to internships and employment

› **On-Campus Job Recruitment Events**

Apply for jobs with our employers invited to recruit on campus

› **Career Information Sessions**

Learn about the hiring process for businesses you might want to work at

› **Experiential Learning Opportunities**

Build your resume through internships and volunteer experiences related to your major

› **Off-Campus Career Orientation Events**

Get career and employment advice from professionals in your field of study

Self-Directed Resources

Symplicity

bcc-cuny-csm.symplicity.com/students

Symplicity provides students with a web-based internship and job bank, an online library of career development resources, as well as a Resume Builder program where students can get started on their resumes.

Focus 2

www.focus2career.com/Portal/RegisterCfm?SID=1209

Focus 2 is an online Career, Major & Education Planning System where students can determine a major based on their interests, values, personality, skills, and leisure activities.

Big Interview

bccuny.biginterview.com

Big Interview is an online mock interview program that gives you both “fast track” and “mastery track” systems of lessons and virtual interview practice – to get you ready ...fast. Big Interview also teaches you how to answer interview questions and work with interviewers to prove that you are the right candidate.

Vault

access.vault.com/career-insider-login.aspx?aid=148708

Vault provides in-depth intelligence on what it's really like to work in an industry, company or profession—and how to position yourself to land that job. It also includes job listings, employee surveys of top employers, career advice, career video guides to individual industries, and a set of Resume Creation videos so that students can get started on their resumes.

O*Net

www.onetonline.org

O*NET OnLine has detailed descriptions of the world of work for use by job seekers, workforce development and HR professionals, students, researchers, and more.