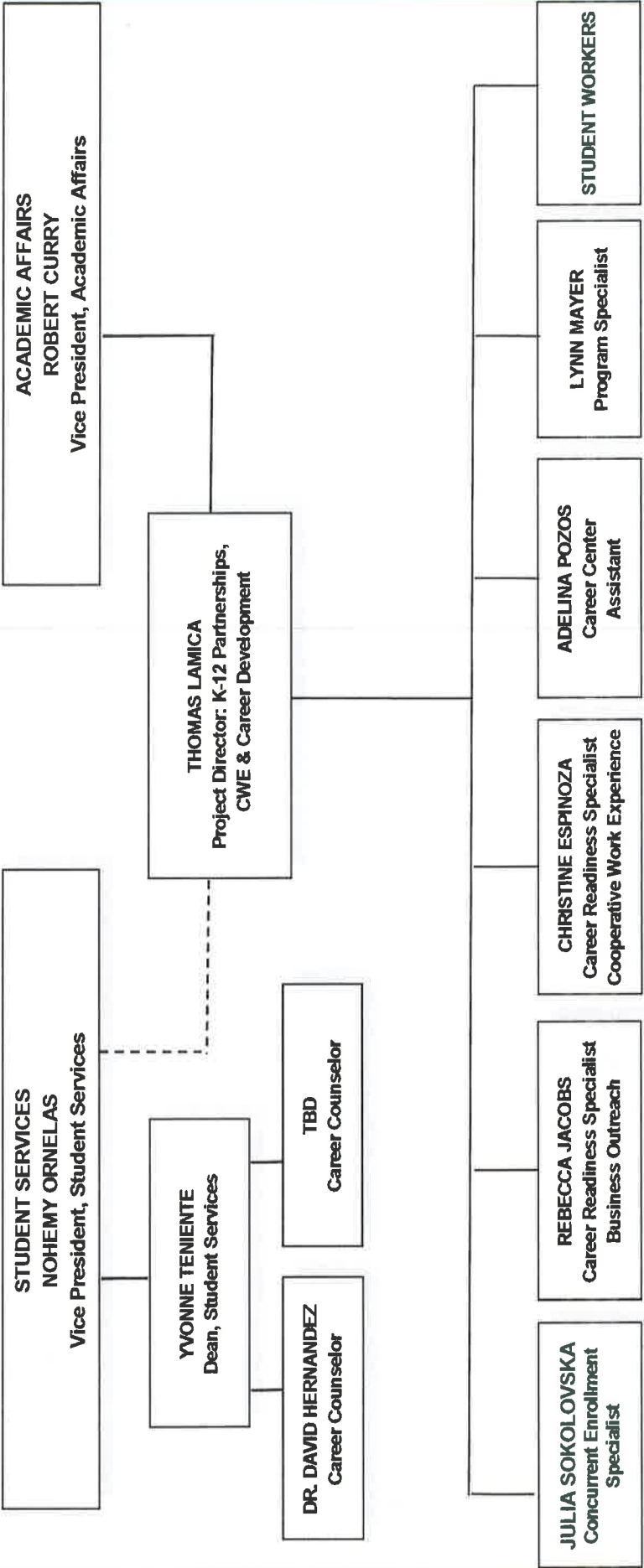




CAREER CENTER



PROGRAMS	SERVICES	SPECIAL EVENTS
<ul style="list-style-type: none"> CTE Junior Day 	<ul style="list-style-type: none"> Career Counseling 	<ul style="list-style-type: none"> CTE Presentations
<ul style="list-style-type: none"> Career Readiness Academy 	<ul style="list-style-type: none"> Resume Writing 	<ul style="list-style-type: none"> Career Exploration Day
<ul style="list-style-type: none"> SkillsUSA Student Club 	<ul style="list-style-type: none"> Career Closet 	<ul style="list-style-type: none"> Hancock Cares
<ul style="list-style-type: none"> Cooperative Work Experience (CWE) Internships 	<ul style="list-style-type: none"> Job Referrals 	<ul style="list-style-type: none"> Partnership Advisory Committee Meetings
<ul style="list-style-type: none"> Hancock Handshake 	<ul style="list-style-type: none"> Career Assessments 	<ul style="list-style-type: none"> All Hands on Deck
<ul style="list-style-type: none"> K-12 Leadership Camps 	<ul style="list-style-type: none"> Interview Preparation 	<ul style="list-style-type: none"> K-12 Collaboration Meetings

Allan Hancock College Career Center

CAREER READINESS SERVICES

Internships

The Career Center helps to place students in paid or unpaid internship opportunities. Students gain valuable work experience while applying classroom lessons.

Job Referrals

Career Center staff collaborate with faculty and industry recruiters to connect students with great career opportunities as they become available.

Readiness Workshops

Participants meet in individual, small group or classroom workshops to learn resume writing, interview techniques, and Dress 4 Success at the Career Center lab.

Career & Alumni Connect

Career Center staff partners with industry members to invite employers to connect with students and alumni on campus through classroom presentations, breakout sessions, career demonstrations, and speed recruiting events called **Ready, Set, Go!**

Career Closet

The Associated Student Body Government (ASBG) and the Career Center are establishing a Career Closet in the Rabobank Student Center. Interested students can reserve and check out basic business attire for interviews for free.

CAREER READINESS PROGRAMS

Career Readiness Academy (CRA)

CRA is a 12-week, intensive hands-on training program focused on 21st century employability skills. The CRA is co-facilitated with help from area business & industry leaders.

SkillsUSA Student Club

SkillsUSA is a national organization focused on Champions at Work. AHC SkillsUSA students are encouraged to participate and further build career and leadership skills.

Cooperative Work Experience (CWE) Internships

CWE internships combine a student's academic and career interests with productive work experience. Students earn transferable college credit while working in full- or part-time jobs or unpaid/volunteer positions.

Junior Day

Career Technical Education (CTE) classes visit the Santa Maria campus to meet with instructors, career counselors, and Career Center staff to learn about CTE programs at the college. Students also receive career readiness training during their half-day visit.

CAREER READINESS COUNSELING

Career Counselors

Expert career counselors provide an array of career counseling support services in face to face, small group, and classroom instruction. This comprehensive planning process serves as a bridge connecting academics and careers.

Career Exploration

In addition to career assessments and Career Cruising software, Career Center staff provide exploration resources and support to students upon their request.

Career Assessments

Typing tests, personality inventories, and emotional intelligence tests are just a few of the career tools offered at the Career Center. These tools are offered online on the Career Center website and in the Career Center lab. Appointments are recommended but are not required. Walk-ins are welcome.

CTE Career Coaching

Career counselors regularly meet with CTE students before, during, and after their scheduled CTE class. This hybrid approach allows counselors to directly impact the students learning environment.

SPECIAL EVENTS

Hancock Handshake

Career Center staff work with local businesses and college faculty to host industry specific hiring events targeting CTE students. These events are targeted to meet workforce demands and employment needs in Northern Santa Barbara County.

Partnership Advisory Committee Meetings

The Career Center hosts advisory committee meetings focused on identifying the needs of business in an effort to provide improvement to educational opportunities.

Career Exploration Day

Career Exploration Day brings together more than 130 business and industry representatives and thousands of junior high, high school, and college-age students who attend workshops to learn more about local industries.

Career Readiness Digital Badges



Earn College Credit in High School

Allan Hancock College provides several opportunities for high school students to earn college credits while still attending high school. These programs are designed to boost college access, success, and degree attainment. Most students are exempt from paying tuition and buying textbooks.

COLLEGE NOW!

College Now! allows local high school students to attend regular college classes on Allan Hancock College campuses in Santa Maria, Lompoc, Santa Ynez Valley, or online. High school students who meet the *College Now!* requirements and obtain the necessary permission from their principal or counselor may enroll in approved courses.

CONCURRENT ENROLLMENT

These college courses are taught by college-approved high school teachers on high school campuses and are offered in the cooperation with most local high schools.

COOPERATIVE WORK EXPERIENCE

Cooperative Work Experience integrates a student's academic and career interests with productive work experience. Students can earn college credit while working full-time or part-time. This program is open to high school students who are working or volunteering after school hours.



Santa Maria campus, 800 South College, Santa Maria, CA, 93454

Student Services, building A, Room 207

Hours of Operation: Monday – Thursday: 8 a.m. – 4:30 p.m., Friday: 8 a.m. – 4 p.m.

careercenter@hancockcollege.edu | 1-805-922-6966, ext. 3374 | www.hancockcollege.edu/careers



CAREER READINESS SPECIALIST: BUSINESS PARTNERSHIPS

DEFINITION:

Under the supervision of the appropriate student services administrator, the incumbent is responsible for a variety of outreach, clerical, technical, and student services related activities to establish a clear and defined career pathway for students from enrollment in college courses to internships and employment with local business establishments; values and promotes the mission and vision of the college

CLASS CHARACTERISTICS

Under minimal supervision, the incumbent will perform a variety of outreach, preparatory work and planning requiring considerable judgment in the interpretation and application of policy and procedures. Public contact is extensive and requires a close working relationship with faculty, staff, administration, students, and local businesses; requiring sound judgement, tact, and excellent communication skills.

ESSENTIAL FUNCTIONS:

1. Schedules events and conducts participant outreach, tracks program data, and prepares reports for program monitoring and compliance.
2. Coordinates student placement into areas such as employment, work-study, internships, work experience, vocational course work, supervised tutorial support, and professional service contracts.
3. Monitors student progress and program compliance; prepares reports of participant status for review by appropriate district, county, or state staff.
4. Serves as a liaison to local employers, related public service agencies, and internal and external support offices in relation to student participation in a variety of college, federal, state, and grant funded programs.
5. Participates in the identification, intake, and placement of program participant referrals.
6. Develops training materials for professional development related to job readiness, job placement, work requirement experiences, placement techniques, collecting and using labor market information.
7. Assists in the orientation of program participants in understanding program requirements and making a successful transition to the college and work environment.
8. Coordinates outreach and recruitment initiatives with appropriate entities in order to enroll the required number of participants.
9. Coordinates with the various job and career centers or business sectors to recruit and intake eligible clients; organize the recruitment, selection, enrollment, placement and the on-going support of clients or students.
10. Assists students in finding unsubsidized employment and, when required, tracks participants to ensure long-term sustainability; networks and coordinates with county and state resources and local businesses regarding employment opportunities and placement activities.
11. Coordinates the transition of clients or students to self-sufficiency through employment training and personalized support to overcome academic and employment barriers.
12. Networks and coordinates with county and state resources and local businesses regarding employment opportunities and placement activities.

13. Conducts and/or organizes specialized student or faculty workshops on training for job readiness skills and academic success, such as interviewing techniques, resume writing, test taking skills, and study techniques.
14. Supervises the review, collection, and analysis of participant data to used for reporting purposes to state and federal funding agencies, local collaborative agencies, and college constituency groups.
15. Monitors project budgets and prepare expenditures for approval.
16. Represents the college at meetings with various partners in the program or grant projects; serves on college committees as assigned.
17. Assists with the development of an evaluation process for project implementation, operation, and participant outcomes of project efforts.
18. Assists with CTSO advising and coordination
19. Performs other related functions as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- The importance of the mission and philosophy of community college;
- Principles of good customer service;
- Excellent communication skills;
- Office management techniques and organizational skills with emphasis on records management;
- Job development and placement practices;
- Written business communications including word/information processing applications and production;
- Group presentation practices and techniques;
- Correct English usage, spelling, grammar, and punctuation;
- Electronic data storage and management systems for file records;
- Working with diverse adult learning styles;
- Needs of underrepresented/special populations.

Demonstrated Ability To:

- Maintain professional integrity, confidentiality, respect, and other ethical standards;
- Actively listen and understand the needs of students;
- Plan, organize, and complete assigned work independently and within established time deadlines;
- Understand and carry out oral and written directions;
- Organize workload and establish priorities with attention to detail and accuracy;
- Learn and interpret specific rules, law, and policies and apply them with good judgment in a variety of procedural situations;
- Operate a computer and perform clerical and technical work with accuracy and speed;
- Establish and maintain office records and files;
- Compose and proofread correspondence independently;
- Handle confidential student information with tact, discretion and in compliance with FERPA regulations.

Licenses and Certificates Required:

Possession of a valid and appropriate California driver's license.

Education and Experience

Bachelor's degree in a related field with coursework in business, political sciences, career counseling, psychology, sociology, social work, or human resources preferred OR 5 years professional work experience in job placement, career services, or business outreach, OR any equivalent combination of training and experience.

Working Conditions:

- Duties are performed primarily in an office environment, at a desk or computer.
- The assignment may regularly include a flexible workweek, including late afternoon and evening hours and weekend assignments at various locations.
- Daily interaction and meetings with AHC Faculty, students and employers.
- Work requires travel to other offices or locations to attend meetings or conduct work.

Physical Demands:

- May typically sit for extended periods of time.
- Operates a computer.
- Communicates over telephone, by email, and in person.
- Regularly lifts, carries and/or move objects weighing up to 10 pounds.

Special Qualification:

A sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with disabilities.



Career Readiness Specialist: Business Partnerships

Primary Duties

- As a member of the Career Center Team, serves as the primary liaison for developing and growing industry partnerships. Even more workforce development is coming in the future.
- Assists with the organization, coordination and staffing of Career Readiness programs and services sponsored by the Career Center
 - Career Readiness Academy
 - CTE Junior Day
 - Hancock Handshake
 - SkillsUSA
 - Career Closet
 - Career Connect Corner
 - High School Leadership Camp
- Project Lead for the implementation and management of Jobspeaker CMS
- Provides support to CTE related programs, activities and initiatives on and off campus.

