

Career Connections (WED&CP)

Elora Hartmann
Secretary/ Program Support WEXP, Career Connections and PDS

Shamarah Giannetto
Employment Services Coordinator

- Employment Services: Job Search, Resume Review, Interview Preparation
- On-Line student jobs database management – postings, employer relations and inquiries
- Job Placement- Student facing and Federal Work Study/ CAIWORKS Work Study
- Workforce Development Board/ ETPL database maintenance and updates
- Class presentations for resume writing, interview skills and job seeking as related to major/ course of study
- Focused workshops for Future Teachers, Nuclear Maintenance, Medical Assisting and other classes
- Forms: Student Intakes, Student Surveys, Off Campus Work Contracts and other required work study forms, Employer and Student Evaluations

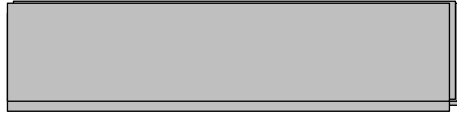
- Participation in on-campus student resource fairs and events
- Job Fair/ Internship Panels/ Employer Panel Coordination
- Internship Development with employers: aligning internships with course SLOs
- Employer relations and outreach
- Advisory Committees, Community Workforce/ Job Developer Committees
- On campus recruitment and resume screening for internships/ direct hire opportunities
- Tracking placements and outcomes

Kim Espino
Job Developer, StrongWorkforce

- Job Development- CTE Programs
Internship Development- CTE
- Job Placement- CTE
Program Internship Placement- CTE
- Labor Market Data analysis (In training)
- Assist with Job Fair and Employer Panel coordination
- Class Presentations on resumes for CTE Classes
- Class presentations- In CTE classes to complete needs assessments and program work surveys
- Participation in CTE Advisory Committee meetings
- Forms: Student Surveys, Internship/ Job Opportunity Template, Internship Pre-and Post-Placement Evaluations, Placement tracker (excel)

Sharese McGee
Coordinator WEXP, CMC and Summer Bridge

- Work Experience programmatic inquires
- WEXP forms, requirement enforcement, regulations and follow up
- All book and material orders from bookstore and suppliers for CMC
- Outreach, organization of all elements of Summer Bridge including: enrollment, funding usage, events, catering, record keeping and schedules for staff and students
- Timesheets for CMC and WEXP Faculty



Goals

- 1) Promote workplace competencies (aka 21st Century Skills) with students, faculty and employers.
- 2) Instill effective job search skills in students.
- 3) Tracking placement outcomes and WEXP jobs (general vs occupational).
- 4) Addressing needs of local employers and linking students with local opportunities.
- 5) Act as conduit of communication between Cuesta College and local employers