



Connecting YOU to your *future*

Grossnickle Career Services Center

Student Guide

ccis.edu/careercenter

Welcome from *Career Services*

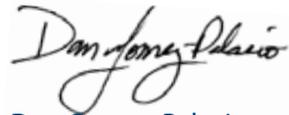
Greetings!

Thank you for your interest in Columbia College's Career Services Center! The mission of our office is to provide vital career and graduate assistance to all Columbia College students and alumni. By helping thousands of students each year, Career Services can prepare you for employment through resume and cover letter development, career counseling, meaningful job searches, internships and graduate programs, ensuring you reach your goals.

Whether you are an online student, attending one of our locations nationwide, taking classes at our main campus in Columbia or an alumnus, we encourage you to take advantage of our services. We can work with you in person, over the phone, via email or through the web. Our goal is make your career preparation process as seamless as possible.

More and more, employers are looking for candidates who are ready and able to demonstrate their experience, skills and knowledge effectively. As you discover what services we offer and how we can help you best, let us guide you to your next level. We are excited to work with you as you explore the next steps in your career preparation!

Sincerely,



Dan Gomez-Palacio
Director of Career Services
edgomezpalacio@ccis.edu

We can help *you*:

Explore majors and careers:

- One-on-one counseling
- Career and interest assessments
- Information and resources about specific occupations

Develop job and career skills:

- Career workshops and webinars
- Individualized resume and cover letter reviews
- Mock interviews: over the phone or in person

Search for career opportunities:

- Job and internship search strategies
- Localized job resources
- Online job databases

Plan for graduate and professional school:

- Guidance on finding appropriate graduate programs
- Application information and assistance
- Essay and personal statement review

Services

Handshake

Columbia College students and alumni can use Handshake to:

- Create a personal profile
- Upload a resume
- Research employers
- View full-time/part-time jobs, internship and summer/volunteer work opportunities

Columbia College students and alumni with a Handshake account can:

- Build a rich profile that helps you stand out to employers
- Find the best jobs and internships
- Search and connect with more than 300,000 companies, non-profits and government organizations
- Post your resume
- Access career resources
- Research local employers in your field

Go to www.ccis.edu/handshake to get started!



Career Assessment Tools

Not sure what career path you want to pursue? Our office offers two web-based career assessments to help students determine and further define their career path. Both assessments are administered by the Career Center and free to students:

FOCUS2:

- An online, user-friendly, and self-guided assessment that combines self-evaluation, career and major exploration decision making and an action plan in one comprehensive system
- Five individual mini-assessments are completed that cover work interests, personality, skills, values and leisure
- After completing the assessment, students receive instant results of what occupations match their responses with links to a detailed description of the job duties, skills, earnings and job outlook for specific careers

Strong Interest Inventory:

- One of the most respected and widely used career tools in the world. It is comprehensive and provides general occupational themes, basic interest scales and work styles
- Students discover customized codes that can assist them with career direction. It provides a detailed view of various occupational areas with interest levels of individualized careers in the field
- Students receive an in-depth report and speak with a career specialist for an interpretation



Practice Interviews

Interviewing, like any skill, is something you can improve on with practice.

Use our in-person mock interview appointments as a final dress rehearsal. Practice your interviewing skills with a career specialist. Then receive immediate feedback during your session. Available to all students seeking a job, internship or applying to graduate school. Telephone interviews are also available.

Career Counseling

Connect with our staff to get help preparing for your interview.

Call (573) 875-7425 or email careerservices@ccis.edu.



Website

On our website, you will find a variety of resources to help you in every step of career planning.

From the homepage you can:

- explore majors and careers
- get resume advice
- find effective job search strategies
- explore resources to help you find the right graduate program
- find internship information
- view upcoming workshops, webinars and links to social media outlets

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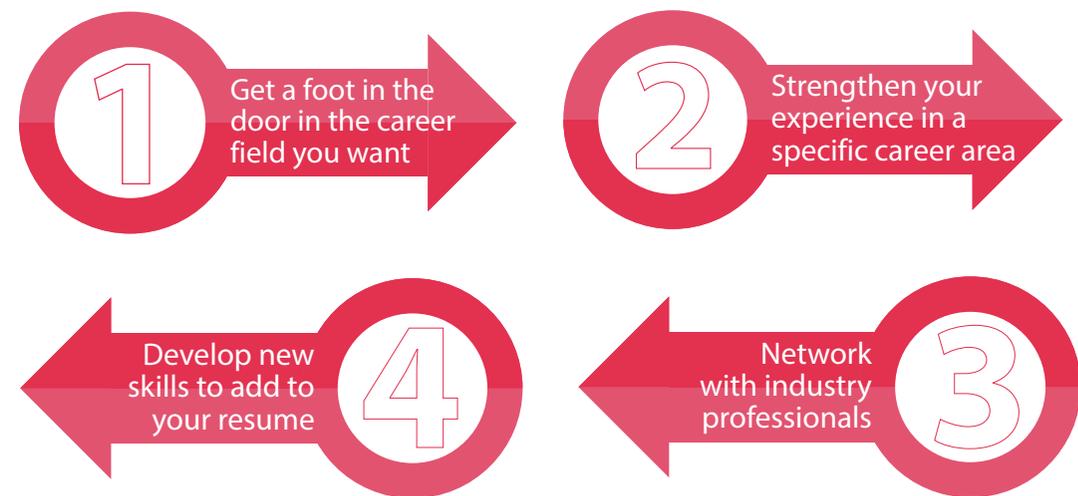


What is an internship?

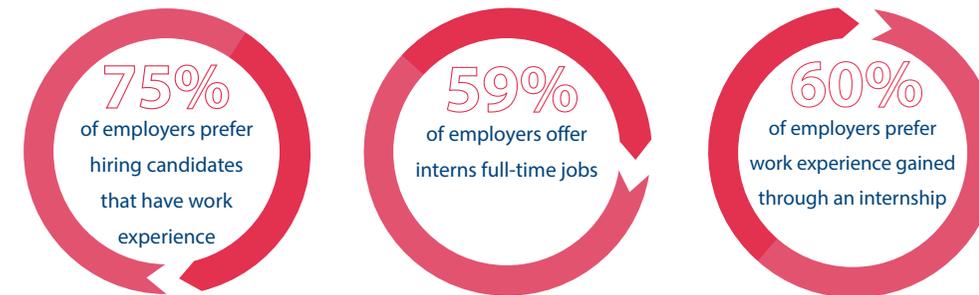
- a mutually beneficial experience for both the student and employer
- integrates classroom theory with practical applications and skill development in a professional setting
- can be for credit or for experience only

Why Intern?

Internships allow you the opportunities to do the following:



Quick Facts



Availability

Internship credit is now available for all eligible Columbia College students, whether part of our traditional or online programs, in Columbia and nationwide.

How do I get started?

Registering for an internship works differently than other classes:

- Contact Career Services at careerservices@ccis.edu or (573) 875-4564 for the appropriate paperwork and any questions you have.
- Our staff can talk you through the registration process, eligibility and more.

About Us



Dan Gomez-Palacio

has worked in the career services industry since 2005 and is the director of career services for Columbia College. He received his bachelor's degree in environmental studies and history from Macalester College and a master's degree in community agency educational administration from Boston University. Prior to coming to Columbia College in 2010, he worked at Westminster College in Fulton, Missouri, as the assistant director of career services. Gomez-Palacio lives in Columbia, Missouri, with his wife and two daughters.

Favorite Quote: "Sometimes the right path isn't the obvious path."



Tiffani Martin

serves as a senior career specialist and coordinator of internships in the Grossnickle Career Services Center at Columbia College. She came to the Career Services Center in 2018, but has been working in the human resources field since 2011. Her previous experience includes serving as the HR liaison for the Missouri Geological Survey in Rolla, Missouri, and the department recruiter for the Missouri Department of Natural Resources in Jefferson City, Missouri. She received her bachelor's degree in biology and master's degree in natural sciences from Southeast Missouri State University. Martin enjoys spending time with her family, photography, and traveling to new places.

Favorite Quote: "Who you are tomorrow begins with what you do today." – Tim Fargo



Angi Pauley

serves as the office coordinator for the Grossnickle Career Services Center. After college, she joined the University of Missouri Health Care system in the Education and Training department where she worked for 20 years. Angi has provided the Career Services Center with strong administrative management and excellent customer service for more than 10 years. Pauley currently manages the front office while supervising student employees. She continues to embrace all the college has to offer for the students, and her highest priority is helping students succeed.

Favorite Quote: "Everything happens for a reason."

Stay Connected



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For more information about the Grossnickle Career Services center, please contact our office at:

(800) 231-2391, ext. 7425
careerservices@ccis.edu



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