

## ON-CAMPUS EMPLOYMENT

Gain valuable work experience through the Federal Work Study Program or student assistant jobs. Positions are available in division offices, computer labs, science labs, and Learning Resource Centers or with tutorships in various disciplines.

### Benefits of Federal Work-Study and Student Assistant Jobs:

- ◆ Employment in an academic environment earning \$5.41/hr.
- ◆ Network with other students, faculty, and staff
- ◆ Participate in the America Reads/Counts Challenge Program

### Qualifications for On Campus Jobs:

- ◆ Students must be enrolled in at least one credit hour of class work and maintain a GPA of at least 2.0
- ◆ Applicants for Federal Work Study must qualify for financial aid
- ◆ Applicants with F1 visas must have approval to work from the International Student Advising Office

## OFF-CAMPUS EMPLOYMENT

Off-campus employment assistance is available for currently enrolled CCCCD students and alumni.

### Benefits of off-campus employment:

- ◆ Acquire work experience and enhance academic course work
- ◆ Establish solid work records and build job references
- ◆ Develop self-confidence and self-sufficiency
- ◆ Experience valuable networking
- ◆ Utilize CCCCD's web-based job bank/posting system

## COOPERATIVE WORK EXPERIENCE

Put learning to work through this effective partnership with the college student, the employer, and CCCCD faculty. Co-op is an academic course, for transfer and technical students, resulting in two to six credit hours in a degree or certificate program. Classroom knowledge can be applied in the work place while validating your career choice.

### Requirements to enroll in the Co-op program include:

- ◆ Currently enrolled with one semester completed
- ◆ Declared major in a degree or certificate
- ◆ GPA of 2.5 or better
- ◆ Up to nine (9) credit hours in the major field
- ◆ Eligible to work in the U.S. or on F1 Visa

### Required program elements include:

- ◆ Document required work hours
- ◆ Prepare/execute five skill-based goals on the job
- ◆ Attend 16 class hours of professional development seminars
- ◆ Submit a 3-5 page reflection paper at the end of the term

Check with any Career Services & Co-op Center on the following campuses to view a Co-op Information Session either on computer or in a group presentation.



  
COLLIN COUNTY  
COMMUNITY COLLEGE  
DISTRICT

[www.ccccd.edu](http://www.ccccd.edu)

02PB-009

**Career Services  
& Cooperative  
Work Experience**  
PUTTING EDUCATION TO WORK



**"We put learning to work!"**

**If you...**

- ◆ Are deciding on a major
- ◆ Are focusing on your academic career
- ◆ Are changing career fields
- ◆ Are returning to the job market
- ◆ Need guidance for effective job search techniques

Career Services and Cooperative Work Experience (CS/CWE) provides individualized career planning and development services to CCCCD students and residents of Collin County. Your involvement in a total educational experience begins with self-assessment and culminates with a meaningful career choice and an effective job search.

CS/CWE recommends five key steps for carefully exploring career options and conducting a successful job search.

**■ STEP 1**

**Know your interests, work values, personality, and learning styles:**

- ◆ Start with a career assessment. Assessments assist students and community members in identifying career interests, work values, learning styles, and personalities.

The results of the assessment tests will be interpreted by a CS/CWE professional to help individuals move forward with a career plan. Assessment fees are required for non-students. Assessment and interpretation are by appointment only.

CS/CWE professionals also provide career counseling to assist students or community residents with individualized career planning or job search strategies. Information acquired helps connect education and college majors to career choices.

**■ ■ STEP 2**

**Explore career and educational options:**

Career information is offered through a variety of resources, all of which provide current facts about occupations, educational programs, and employment opportunities. Through these resources, you can learn about educational requirements, employment outlook, salary, and job preferences.

**■ ■ ■ STEP 3**

**Research the job market:**

The most effective way to determine if a career field is right for you is to talk with someone currently working in that field. CS/CWE's Career Visions program provides this unique opportunity. Through Career Visions, students and community members are matched with area professionals for informational interviews. Additional resources include printed materials, Internet sites, and computer programs that assist in reviewing career options.

**■ ■ ■ ■ STEP 4**

**Market yourself to accomplish a career goal:**

Students and community members who have registered for employment assistance can learn to market themselves with the guidance of CS/CWE professionals. CS/CWE offers several tools for job seekers including:

- ◆ professional development seminars on self-management skills
- ◆ career exploration and job search activities/events
- ◆ job search support, such as counseling and workshops
- ◆ job seeker registration with the CS/CWE office
- ◆ professional resume writing assistance

CCCCD students and alumni will have access to job listings in CCCCD's web-based job bank/posting system.

**■ ■ ■ ■ ■ STEP 5**

**Put learning to work:**

CCCCD students can obtain solid work experience for present and future benefit through on- and off-campus employment or Cooperative Work Experience (CWE).

**CS/CWE OFFICES:**

Central Park Campus,  
2200 W. University Dr., McKinney, 972.881.6747

Preston Ridge Campus  
9700 Wade Blvd., Frisco 972.377.1781

Spring Creek Campus  
2800 E. Spring Creek Pkwy., Plano, 972.881.5781