The Career Resource & Job Placement Center can help you get on track.





The Center can help you get the skills needed for career choice and employment success. Services include:

- Career choice: Individual career advising, computerized career research and planning.
- Career preparation: Job shadowing and/or internships.
- Career and job referral service: Available to all ACTC students and graduates.
- **Job search:** Listing of local and national job opportunities, on-campus interviewing, and annual Career/Job Fair.
- **Applying for a job:** Assistance with job applications, resume writing and interview techniques.

FOR ACTC INFORMATION ashland.kctcs.edu

CAREER PLANNING LINKS

America's Career Info-Net

A comprehensive source of occupational and economic information to help you make informed career decisions.

www.acinet.org

Occupational Outlook Handbook

A complete list of occupations, with detailed descriptions of each occupation.

http://stats.bls.gov/

College Accreditation

Ashland Community and Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of Ashland Community and Technical College. NOTE: The commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

July 10

Career Resource & Job Placement Center



Are you at the STARTING LINE for your career?



Career and Job Placement Center

We offer resources to help you identify and meet your occupation and job goals.



MISSION STATEMENT

The Career and Job Placement Center is a fullservice organization offering students, alumni and community adults career guidance and job search assistance.

A wide variety of resources and services are offered through the Center. On-line career assessment programs and world-wide web sites provide information in the areas of personal interest, work-related abilities, work-related values and personality type. A large library of books, journals and videos further enhances the search for appropriate career fields. The Center's web site contains additional resources and links to career and job placement information.

JOB SEARCH SERVICE

Find a Job

Log on to the Career Center website at: ashand.kctcs.edu/Student_Life/Career_and_

Job_Placement.aspx

Employment opportunities and employee links can be found under 'Job Listings' and 'Other Local Employers'

Start an Employment File

ACTC students and graduates can start an employment file that includes your resume, references and the type of jobs sought. Stop by the Career Center for additional information.

Remember the Center can not place you in a job but can provide job hunting assistance and refer you for an interview.

CAREER ASSESSMENT

What will it tell me?

The on-line assessment will match you to specific occupations according to your answers. These occupations can then be researched in detail, including an overview of the career field, training requirements, job outlook and salary.

How do I get one?

Call 606-326-2199 or visit the Center to schedule an appointment.

How long does it take?

The on-line career assessment generally takes about one hour, depending on the amount of time it takes you to answer the inventories.

WORKSHOPS

Free workshops in resume writing, job search techniques and interviewing tips are offered each semester. Please contact the Career Center for specific dates and times or to schedule an individual appointment.

CAREER / JOB FAIRS

The Center, along with community co-sponsors, hosts a spring career/job fair. The fair is held each year in mid-April at the KYOVA Mall.



For INDIVIDUAL ASSISTANCE or More Information, Contact

Nancy Menshouse, Coordinator of Career,
Job Placement & Co-op

E-mail: nancy.menshouse@kctcs.edu
Phone: 606-326-2199

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