



THE CAREER CHRONICLE

Grossmont College Career Center/Student Employment Services

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6 SOFT SKILLS THAT COULD LAND YOU A JOB!

Employers seem to demand the moon these days! Two candidates will get in the door if they have the specific or *core* skills to do the job. However, the individual with good “soft” or intangible qualities, such as the abilities to be a “team player”, multi-task or with a good sense of humor will often get the nod.

Any of these six qualities could give you the competitive edge:

1. **Leadership/Team Building** – Leadership skills are not only critical for supervisory positions, but also for candidates who may want to rise to positions where they’ll give directions to others.
2. **Team Player** – Employers like people who play well with others. Even if the job you seek isn’t officially part of a team, an employer may want examples of how you collaborated with people who don’t report to you.
3. **Goal-Oriented Self – Starter** – This doesn’t necessarily require motivating others. While employers don’t necessarily want loose cannons or mavericks, they do appreciate people who don’t need to be told what to do and can set their own tasks and follow through.

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Congratulations Class of 2009!

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Local Employer Tips For Finding Internships & Volunteer Positions

Grossmont College Career Center & Student Employment program's recently hosted a workshop on the "Benefits of Internships/Volunteering". Here's a summary of what employers attending had to say:

What are Key Tips for Finding an Internship?

- Research Employer thoroughly
- Have a current resume
- Resume should fit skills requested
- Participate in school events that give you the chance to meet employers
- Find internships that interest you



What Abilities, Skills & Workplace Attitudes do you like to see?

- Having a variety of past activities & experiences (sports, clubs, volunteer etc.)
- Longevity – Demonstrated ability to stay the course; commitment to work & activities
- Critical Thinking Skills
- Being open minded and innovative
- Taking initiative and follow directions
- Ability to connect with people 18-90

Do you offer paid/non-paid internships or college credit?

San Diego Zoo/San Diego Zoo Wild Animal Park

Paid summer internships/housing assistance; application period – Jan to March; Background in hospitality a plus; a great opportunity for resume building.

Volunteer opportunities as Information Ambassadors, Long-term placements only - no short-term assignments; volunteers should have a passion for conservation.

For more Internship information:
<http://sandiegozoo.org/jobs/index.html>
For more volunteer information:
<http://sandiegozoo.org/volunteer/>



Buckle

Sales & Management Internship program; 3-4 month paid positions; FT/PT positions; accommodates most school internship requirements; available year round.

Upon successful completion, students may apply for FT position as Mgt. Trainee; look for people who can work in a fast paced environment

For more information:
<http://www.buckle.com>



Other Internship Websites:

<http://internships.about.com>
Select: Top Internships Sites for 2009
<http://internships.about.com>
Select: Why Not Volunteer? (Sunday, May 24, 2009)

San Diego County Water Authority

Paid internships for PT work; additional paid hours may be available during Spring Break; no college credit but Cooperative Learning Program CTE @ Cuyamaca.

For more information:
<http://www.h20interns.com>
<http://sandiegozoo.org/volunteer/>



SAIC

Offers paid internships throughout the summer; wages depending on skill level; resumes submitted online; 3.0 GPA; list software skills on resume

For more information:
<http://www.saic.com/career/>



6 SOFT SKILLS THAT COULD LAND YOU A JOB! *Cont'd. From first page*

4. **Excellent Communicator** – No matter what the core job duties are, the ability to write a coherent memo or email, give clear verbal instructions, and help meetings run smoothly – or, at least, not sabotage meetings will probably be needed.
5. **Flexibility/Multi-Tasking Ability** – Sometimes employers will call this the “ability to wear many hats”. Most professionals have multiple job duties even in the best of times. In an environment rife with layoffs, managers are especially comforted knowing a candidate can take on even unanticipated tasks.
6. **Sense of Humor** – Unless you’re applying to Comedy Central, you don’t have to make them double up laughing. However, evidence of light-heartedness and/or the ability to lighten up a tough situation is valued.

Putting the Skills in Play:

Other common soft skills required on job listings include “time management”, “strong work ethic” and “workplace attitudes”. Though you might be able to *hint* at these skills on a Resume, it is really in the Interview where you let these skills shine!



Adult Reentry Students

Don't Miss The Fall Adult Reentry Orientation!

Adults 25+ who are considering or planning a return to school this Fall are encouraged to attend the Free **Adult Reentry Orientation**.



Who should attend?

- ✓ Adults reentering the workforce & upgrading skills
- ✓ Career transitioning adults
- ✓ Veterans returning to school
- ✓ Displaced workers upgrading skills
- ✓ Employed adults continuing educational goals

Register for this Workshop by phone at 619-644-7697 and/or at the door.

Student Employment Services

HOT Summer Internships

Web Page Developer Internship, PT - \$10 – 13/hr. (Job #1652526)

Description: Intern for web page updates and further development.

Requirements: Must have html coding, graphics, flash, and Dreamweaver experience; 3.0 GPA; references for past performance and creativity.

Billing Analyst Intern, FT - \$ 9 - 13/hr. (Job # 1685668)

Description: There is an opening for a summer intern to work in Accounts Receivable Department. The selected candidate will be responsible for analyzing and billing government contracts.

Requirements: High school education and some college; be able to multi-task in a fast-paced environment; have strong analytical skills and working knowledge of MS Excel, Outlook and Word

Safety Intern, PT- \$ 15/hr. (Job #1645975)

Description: Assist with safety and industrial hygiene program implementation. Participate in the review of existing, revised and new processes, facilities, procedures, etc. to assure compliance with all applicable safety and health standards.

Requirements: Formal safety and industrial hygiene and/or engineering training; knowledge of manufacturing plant processes; demonstrate ability to perform under continuous physical activity.

Engineer Intern, PT - \$9 - 13/hr. (Job #1680854)

Description: Under general supervision, the intern will perform a variety of technical tasks in support of a research project involving hydro - dynamics. Assist in the analysis and visualization of observational data.

Requirements: High school education or equivalent and 3+ years of related experience; ability to work with Math lab statistical and graphical procedures.

For more information, stop by the Student Employment Services Office in Room 626!



Grossmont College CAREER EXPO 2009

Wednesday, October 21st 2009
10 a.m. – 1 p.m.
Main Quad



Attention: Student Job Search Clubs

Grossmont College students, who are interested in forming a Job Search Club and need a regular scheduled meeting place, can contact the Grossmont College Career Center at 619-644-7647.



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Student Employment Services, Room 626 (619-644-7611)

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