

RRCC CAREER SUCCESS CENTER

Regularly

- regularly send emails to WT faculty by program area with a “cc” to corresponding WT counselor (<https://sites.google.com/a/jeffcoschools.us/warrentech-central-counseling/home>) describing:
 - available student internships applicable to their program areas
 - internship services offered by the Career Success Center
 - jobs recently posted on Career Connect applicable to their program areas

Monthly

- meet with WT counselors at one of their regularly scheduled meetings each month (two per month); coordinate with Rich Straub at Richard.straub@jeffco.k12.co.us to attend and to be on the agenda:
 - to give update on new employers who posted jobs or internships on Career Connect that month
 - to give update as to student internship services, résumé assistance, and career pathways options for students
 - to troubleshoot any issues and answer questions posed by WT counselors
 - to work with WT counselors to determine key employers that their faculty would like to invite for class presentations
- coordinate employer class presentations with faculty, WT counselor, and employers; introduce employers at class presentations; initial goal: to schedule a minimum of two class presentations per month for different WT programs

Fall Semester

- coordinate with Marilyn Kenfield Marilyn.kenfield@rrcc.edu to include the Career Success Center in the Warren Tech Concurrent Enrollment Session as: (1) a presenter for the “Next Steps” presentation for WT seniors; (2) a station with a table for WT students to visit; and/or (3) a stop on the new student tour of RRCC; the Warren Tech Concurrent Enrollment Session occurs only in the fall semester during the second and third weeks of November (M-TH)

Each Semester

- first week of each semester, contact WT counselors and faculty to determine days/times to make class presentations to provide info. to students regarding services offered by the Career Success Center:
 - Career Connect student registration information
 - student internship services
 - résumé assistance
 - career pathways, e.g., two and four year degrees and certificates
- assist WT counselors and faculty with student internship placement, internship paperwork, and getting credits for internships

WT COUNSELORS

Weekly

- respond to weekly emails from the RRCC Career Success Center; coordinate with relevant faculty members regarding available student internships, internship services, and jobs posted on Career Connect, as relayed by the RRCC Career Success Center

Monthly

- send an invitation to Glenn Holly (Glenn.holly@rrcc.edu) and Melissa English (Melissa.english@rrcc.edu) regarding the dates of the WT counselor meetings; allow them to pick one of the two possible meeting dates to attend; include them on the agenda to present relevant information to WT counselors regarding career services available to WT students

- assist RRCC Career Success Center staff in coordinating employer class presentations with faculty

Fall Semester

- assist with the promotion of career services offered by the RRCC Career Success Center at the Warren Tech Concurrent Enrollment Session each fall semester in November

Each Semester

- first week of each semester, assist the RRCC Career Success Center staff to coordinate with WT faculty to make class presentations to provide info. regarding career services offered to WT students
- coordinate with RRCC Career Success Center staff regarding student internships; test the utilization of the staff for internship placement, internship paperwork, and getting credits for internships