

## FROM THE EXECUTIVE DIRECTOR



Funded by the [Department of Labor \(DOL\)](#), the [National Information Security and Geospatial Technology Consortium \(NISGTC\)](#) is the collaborative effort of seven community colleges

spanning six different states. The focus of this collaboration is to provide new and innovative IT educational solutions to workers who are unemployed, underemployed and trade-impacted, and others. [Collin College](#) is the lead institution in this initiative.

All of the work of the NISGTC is based on the leadership of four National [Business and Industry Leadership Teams \(BILTs\)](#) that have defined the knowledge, skills and abilities (KSAs) they expect graduates to know 12-36 months into the future. Curriculum programs at all seven colleges have been designed to fit these KSAs so that graduates have the optimum chance for a high-wage job upon graduation.

The Collin College DOL program offers a variety of special services to participating students:

- State-of-the-art virtual lab offers students and faculty the ability to review and complete course labs at any time from any location with internet access.

- Tutors, who specialize in IT, offer students help with assignments and test preparation.
- Career coaches provide ongoing support, job readiness and a variety of workshops on interviewing, building a resume and other career-related topics.
- Virtual intern/externships with business leaders provide real experiences.
- Articulation agreements with four-year online programs such as [Western Governor's University \(WGU\)](#) allow students to move on to earn Bachelor's degrees.

Our partnerships include local Workforce offices, community-based organizations, and business groups. These relationships allow Collin College to seek out individuals who would benefit from the program, as well as gather advice from industry leaders that enables the Consortium to fine tune the courses offered.

We are pleased to serve as the lead college of NISGTC and look forward to creating the success of our students.

Should you have any questions about the Consortium, please feel free to contact the Career Coaches at [itfactor@collin.edu](mailto:itfactor@collin.edu)

*Ann Beheler, PhD, Principal Investigator*

## UPCOMING EVENTS

### IT WORKSHOPS with Steadman

#### **Subnetting (Basic)**

January 31, 6-9 p.m. PRC rm. F244

#### **Subnetting (Advanced)**

February 7, 6-9 p.m. PRC rm. F244

#### **Cable and iOS Configuration**

February 14, 6-9 p.m. PRC rm. H131

#### **Group in-lab tutoring**

February 21, 1-5 p.m. PRC rm. H131

February 21, 6-9 p.m. SCC rm. I122

February 28, 1-5 p.m. PRC rm. H131

February 28, 6-9 p.m. SCC rm. I122

### **TUTORING**

Starting January 22<sup>nd</sup>. Check the Tutoring Den at PRC rm. H-142 or call 469.365.1820 for the schedule.

### **CAREER DEVELOPMENT WORKSHOPS**

#### **LinkedIn:**

February 4, 6:30-8:30 p.m. PRC rm. H121

February 5, 3-5 p.m. PRC rm. H122

February 12, 3-5 p.m. SCC rm. I230

February 12, 6:30-8:30 p.m. SCC rm. I230

February 22, 9-11 a.m. PRC rm. H122

**Resume Writing:** March 2014

**Interviewing and IT Job Fair:** April 2014

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## Connect with us!!

[www.nisgtc.org](http://www.nisgtc.org)

[itfactor@collin.edu](mailto:itfactor@collin.edu)



[www.facebook.com/NISGTC](http://www.facebook.com/NISGTC)



[www.twitter.com/NISGTC](http://www.twitter.com/NISGTC)



[www.youtube.com/NISGTC](http://www.youtube.com/NISGTC)

**TECHNOLOGY JOB FAIR**  
 Thursday, January 16 · 1:00 - 4:00 p.m.  
 PRC Conference Center

# HOW TO WORK A JOB FAIR LIKE A PRO!

By Diana Sukut, Career Coach



The Career Coaches are excited about the upcoming Technology Job Fair! The IT employers attending this fair are looking for students enrolled in Collin College's IT programs including GIS, programming, networking, and cybersecurity. They seek students who completed their studies in December or will complete in May and who **have earned** or are **very near earning certifications**. There will also be some part-time IT positions available, which could work around school schedules. The employers will be available to talk about current or anticipated openings. These jobs may or may not be posted on the employers' websites.

Have you ever been to a job fair? Do you know what to expect? Job fairs are more about networking, or connecting with employers. The goal is to get an interview. You may be offered a quick, 5 minute interview on the spot, or, you may be asked to visit with them at a later date and time. Also, you may be asked for your resume, or, they may refer you to their website to complete an application.

## THE EMPLOYER'S PERSPECTIVE:

Employers are there to learn about you. They want to know what contributions you will make, your strengths and weaknesses, and your specific career objectives. Can you specifically outline these areas for the employer?

## BEFORE THE JOB FAIR:

### Research the employers.

Employers are impressed by job seekers who are well prepared. Research the companies' goals, mission products/services, customer base and latest news and events. Utilize tools such as the companies' websites and LinkedIn to learn more about their cultures. [Check out the companies attending the job fair.](#)

### Prepare and practice a 30-second commercial.

Prepare a brief self-introduction to use when meeting potential employers. Include your name and skills as related to the position desired.

### Practice responses to typical interview questions.

As a student at Collin College, you have the opportunity to practice your interview skills through Collin's Career Services [Interview Stream](#).

### Update your marketing materials.

Have your resume reviewed by the Career Coaches prior to the job fair. Is it error free and easy to read? Have you reviewed job descriptions for what you are seeking and included keywords? Update your LinkedIn profile. Employers will check this resource immediately if they have interest in you.

## DURING THE JOB FAIR:

Dress to impress. Business attire is the best option. Avoid fragrances and excessive jewelry.

Avoid answering your cell phone. You may bring it in with you IF you need to access your calendar, but that should be the ONLY reason your phone is in use.

Bring plenty of copies of your resume. However, it is best to apply through the companies' websites PRIOR to the job fair. This shows your strong interest in the company. Do not be surprised (or offended) if they do not accept your paper resume.

## Collin College NISGTC STAFF

- ⇒ **Dr. Ann Beheler**  
*Principal Investigator*
- ⇒ **Susie Davisson**  
*Career Coach*
- ⇒ **Diane Ganze**  
*Career Coach*
- ⇒ **Molly Guard**  
*Director*
- ⇒ **Julie Hietschold**  
*Virtual Lab Manager*
- ⇒ **Jennifer McGarvey**  
*Web Communications Editor*
- ⇒ **Debbie Miller**  
*Manager Program Reporting*
- ⇒ **Diana Sukut**  
*Career Coach*
- ⇒ **Saydi Tillman**  
*Admin. Assistant*
- ⇒ **Christina Titus**  
*Program Manager*

Get business cards or contact information for follow up.

Remember to smile! Have a positive attitude. Have patience. Relax and have fun!

## AFTER THE JOB FAIR:

**Follow up.** Send hand-written thank you cards within 24 hours. Be brief and to the point. Restate your interest in the position/company. Suggest a follow-up appointment. Invite recruiters to connect on LinkedIn.

**The job fair will be held Thursday, January 16 from 1:00 - 4:00 p.m. at the PRC Conference Center.**

If you have any questions, please contact the Career Coaches PRIOR to the job fair.

[Susie Davisson](#) - 469.365.1814

[Diane Ganze](#) - 469.365.1812

[Diana Sukut](#) - 469.365.1832



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